



## REQUEST FOR QUOTATION / PROPOSAL

The PHILIPPINE NATIONAL OIL COMPANY (PNOC) through its Bids and Awards Committee (BAC), invites all interested and PhilGEPS-registered suppliers / contractors / consultants to submit quotations / proposals for the following company requirements:

Date : **30 September 2024**  
Project Title : **2024 Annual Physical Examination (APE)  
for PNOC Head Office Employees**  
Reference No. : **2024-09-149**  
Total ABC : **PhP 530,000.00**  
Submission Deadline : **8 October 2024 / 09:00 AM**  
Place of Delivery : **PNOC-Main Office, BGC, Taguig City**

Accomplished **Price Quotation/Proposal and Compliance Form** together with below listed documentary requirements and information may be submitted via:

**Electronic Mail; Password-protected PDF copy to email address:**  
or [newprocurement@pnoc.com.ph](mailto:newprocurement@pnoc.com.ph)

**Physical Submission** Sealed envelope to **PNOC Procurement Management Division at the above address**

### Documentary Requirements:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Latest Income/Business Tax Return
- Notarized Omnibus Sworn Statement - Annex "A" (Unnotarized copy may be submitted prior to submission deadline, but the notarized one shall be submitted after award or before payment)

### Additional Requirements:

- Proof of registration/accreditation from Department of Health (DOH).
- Professional Regulations Commission (PRC) registration/I.D. of Medical Doctors and Staff having specialty in fields of General Medicine and with valid certificate/s of training/s attended.
- Certificate of Registration (DTI / BIR / SEC)
- Proof of establishment of satellite clinic/s within Metro Manila, and with at least one (1) within proximity of BGC, Fort Bonifacio, Taguig City.

The PNOC reserves the right to accept or reject any or all quotations/proposals or parts thereof, to waive formality therein or to accept such or to award any that are considered most advantageous to the company.

For any clarification, you may contact the Procurement Management Division at (02) 8789-7662 or send email to [newprocurement@pnoc.com.ph](mailto:newprocurement@pnoc.com.ph) / [gsmendoza@pnoc.com.ph](mailto:gsmendoza@pnoc.com.ph).

Thank you.

  
*f.* **ATTY. JOSEPHINE CASSANDRA J. CUI**  
Chairperson  
Bids and Awards Committee 

**PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM**

**2024 Annual Physical Examination for  
PNOC Head Office Employees**

LOT	UM	TECHNICAL SPECIFICATIONS	QTY	TOTAL AMOUNT OF BID (P)
1	lot	<p><b>CY2024 Annual Physical Examination for PNOC-Head Office Employees</b> Total no of employees: 96 (Plantilla position)</p> <p><b><u>Scope of Work:</u></b> Comprehensive History Taking; Complete Physical Examination and Optical Screening; Interpretation of Results and Recommendation;</p> <p><i>(Please refer to attached employees matrix for corresponding medical examinations and laboratory tests).</i></p>	1	
<b>Total amount of ABC: PhP 530,000.00</b>				
Delivery Schedule:		Subject to mutual agreement between the service provider and PNOC upon issuance of Notice to Proceed (NTP) but not later than 30-November-2024		
Delivery Place:		PNOC-Main Office, BGC, Taguig City		
		Quoted price should be VAT inclusive		

**TERMS OF REFERENCE**

**CY2024 ANNUAL PHYSICAL EXAMINATION (APE)  
FOR PNOC EMPLOYEES**

**I. INTRODUCTION**

The Annual Physical Examination (APE) is a mandatory tool to monitor the health status of employees by providing on-site services like routine diagnostic, screening and other ancillary procedures to ensure early detection and adequate treatment of any illnesses. The APE is included under the PNOC Health and Wellness Program as required by law and agreed upon in the Collective Negotiation Agreement with the Employees Association.

The APE shall be conducted by a Service Provider subject to terms and reference.

**II. IMPLEMENTATION DATE**

The schedule date of implementation is subject to mutual agreement between the service provider and PNOC, upon issuance of Notice to Proceed (NTP), but not later than 30 November 2024.

Time is from 7:00 A.M. to 4:00 P.M.

III. **NUMBER OF PAX** (96) PNOC Head Office Plantilla Employees

IV. **COVERAGE**

All Head Office plantilla employees who have completed at least (3) months and are in the service as of the date of effectivity of this Agreement shall be covered.

(Except those assigned in offsite departments –PNOC Park Management Department in Bataan and Energy Supply Base (ESB) Department in Batangas)

V. **SCOPE OF WORK**

The Service Provider shall conduct the following Annual Physical Examination (APE) procedures ON-SITE: PNOC Head Office in BGC, Taguig City

- 1) Comprehensive History Taking
- 2) Complete Physical Examination and Optical Screening (Work Site)
- 3) Interpretation of Results and Recommendation

4) APE Examination and Laboratory Tests

4.1. Physical Examination

- a. Digital Rectal Examination (DRE) for males
- b. Breast Examination for females

4.2. Laboratory test/studies:

- a. Routine Urinalysis;
- b. Routine Fecalalysis;
- c. CBC with Platelet Count, Blood Typing (w/RH)
- d. Lipid Profile
- e. Fasting Blood Sugar (FBS)
- f. HBA1c
- g. Blood Uric Acid (BUA)
- h. Blood Urea Nitrogen (BUN)
- i. Creatinine
- j. SGOT
- k. SGPT
- l. Potassium
- m. Sodium

5) Radiology:

Chest X-ray (PA and Lateral)

6) Cardio-Pulmonary

Resting ECG

Payment shall be based on the actual number of employees who have undergone ECG.

7) Special Tests

- a) PAP Smear (for females 35 years old and above)

(To provide each employee with new disposable under-pads for every test conducted). Payment shall be based on the actual number of employees who have undergone PAP Smear.

- b) Prostate Specific Antigen (PSA) Test (for males 45 years old and above). Payment shall be based on the actual number of employees who have undergone PSA Test.
- c) Digital Rectal Examination (DRE) (for males 45 years old and above). Payment shall be based on the actual number of employees who have undergone DRE Test.

## VI. REQUIREMENTS

1. Must be a registered and DOH accredited Health and Diagnostic Services provider.
2. Must provide Two (2) Physicians; one (1) male and one (1) female, with Medical Staff to assist in the conduct of the Annual Physical Examination (APE).

Medical Staff must be graduates of General Medicine and trained general physicians and must provide certificate/s of training/s attended. All staff is required to provide their current PRC I.D.

3. Checklist of what to do in preparation for the APE Program must be submitted beforehand to PNOC for distribution to the employees.
4. Must be at least Five (5) years in operation as APE service provider.
5. Must provide fully-functional equipment (i.e. X-ray, ECG machine, beds, etc.)
6. With at least **TWO (2) satellite clinics** in all major cities in Metro Manila; and at least **ONE (1) satellite clinic** located at BGC, Fort Bonifacio, Taguig City.

## VII. TERMS AND CONDITIONS

- A. The schedule of the APE shall be arranged by PNOC.
- B. A consolidated report of the APE detailing the physician's findings, patient's history and laboratory results must be submitted by the Service Provider in soft and printed copy directly to the PNOC Admin-Personnel Services Division on a schedule indicated in Section VII F.3.c. All medical records, laboratory results and other important information obtained by the Service Provider shall be treated with confidentiality.
- C. The Service Provider shall not use or disclose confidential information or any part thereof, in any manner other than that is necessary to perform its services under this Agreement or as required by law. Relative thereto, the PNOC agrees to support and coordinate with the Service Provider, its directors and/or officers, employees, or duly authorized representatives, in their defense against any action, sum of money, liability, damages, and claims which any third party may bring against the Service Provider as a direct or indirect result of the PNOC having received and/or used the confidential information.

- D. The Service Provider shall secure the written waiver of rights from the employees of the right to the confidentiality of information between the physician and patient for procedures and examinations undertaken in behalf of the PNOC. The written waiver shall include the authorization for the Service Provider to submit to the PNOC all documents for incorporation in the health profile of the employees.
- E. All documents, records, reports, receipts and information about the APE including those recorded in database systems of the Service Provider shall be the property of the PNOC.
- F. The Service Provider is required to submit the following to the PNOC in accordance with the prescribed period:
  - 1. Schedule of prices per procedure/examination;
  - 2. Advance copy of the APE results of employees with abnormal findings must be provided within three (3) working days after the scheduled date. The results should include the recommendations from the examining/evaluating physicians;
  - 3. The following submission of schedule specific test results is required to be endorsed to the PNOC Resident Physician or the Personnel Services Division:
    - a. Soft and hard copies of the APE results (in duplicate forms) and the consolidated report in a sealed package within Ten (10) working days after the scheduled testing;
  - 4. Employees who fail to undergo and/or complete the APE shall be accommodated by the Service Provider within five (5) working days after the scheduled onsite APE at any of their Satellite Clinics in Metro Manila.

#### **VIII. TERMS OF PAYMENT**

- A. Payment shall be based on the actual number of employees who have undergone the APE Program. Payment shall be based on the cost of the specific APE procedure/s that an employee underwent. The total amount for all the procedures/examinations per employee shall not exceed for the set of procedures and examinations.
- B. The Service Provider shall forward the Statement of Account (SOA) and other pertinent documents especially the consolidated report for the services rendered within ten (10) working days from the last scheduled testing/screening date.
- C. The PNOC Admin-PSD shall review and validate the above-mentioned documents within three (3) working days after the receipt of the said documents for queries and/or clarifications. In case of errors (e.g., double billing, erroneous entries, etc.) the documents shall be endorsed and returned to the Service Provider for appropriate action.
- D. The PNOC shall have a period of fifteen (15) working days to process payment that shall commence after completion of the review and validation of the following documents submitted by the Service Provider:

1. Statement of Account;
2. Procedure/examination and/screening results; and
3. Transmittal list that shall contain the following information:
  - name of employee
  - date of examination
  - procedures requested
  - procedures/examination conducted
  - payment due per employee

E. All payments shall be subject to existing accounting and auditing rules applicable to PNOC.

F. The Service Provider agrees that any payment due and payable and/or may be due the Service Provider shall be offset against any amount due to the PNOC under the contract agreement, such as but not limited to liquidated damages.

#### **IX. PROJECT DURATION**

1. The duration/schedule of the project shall be determined by PNOC upon issuance of a Notice to Proceed (NTP) to the Service Provider but in no case shall go beyond **30 November 2024**.
2. Notwithstanding any provisions to the contrary, the PNOC shall have the right, power and privilege to terminate the services of the Service Provider for any justifiable cause whatsoever without need of judicial action by giving thirty (30) calendar days Written Notice to that effect to the Service Provider, which hereby agrees to abide by the decision of the PNOC.

#### **X. PENALTY CLAUSES**

1. In case the Service Provider fails to render the APE procedure and/or examinations as scheduled for any reason whatsoever, the Service Provider shall be liable, and pay in favor of the PNOC the full amount allowed for the said services and/or other expenses incurred by reason of such failure.
2. The Service Provider shall not assign or sub-contract the services or any portion thereof covered by the Plan without the prior written approval of the PNOC. Violation of this condition may be a ground for the cancellation of the Contract by the PNOC.

#### **XI. APPROVED BUDGET**

Approved budget is PhP530,000.00.

#### **XII. CONTACT PERSON**

**Atty. Arolf E. Suyom**  
Department Manager  
Administrative Services Department  
Email add: [aesuyom@pnoc.com.ph](mailto:aesuyom@pnoc.com.ph)

## TERMS AND CONDITIONS

1. Payment Terms: Government Terms - full payment upon completion of delivery/implementation, or subject to the conditions specified in the Scope of Works/Activities or Terms of Reference.
2. All entries shall be typed or written in a clear legible manner.
3. Bidder shall offer one (1) bid only. Alternative bids shall be rejected.
4. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document.
5. As a general rule, price quotations to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
6. In case of tie quotations, tie breaking shall be on draw lots or toss coin.
7. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed Terms of Reference / Technical Specifications Sheet.
8. During evaluation of quotation/proposal, the project proponent may require additional documents to verify, validate and ascertain the compliance of the supplier/contractor or consultant.
9. Liquidated damages shall be imposed pursuant to Section 68 of the Revised IRR of RA 9184.

We undertake, if our Proposal is accepted, to supply/deliver the goods/services in accordance with the specifications and/or delivery schedule.

We agree to abide by this quotation/proposal for a period of thirty (30) calendar days, which is the price's validity period and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We acknowledge that failure to password-protect/seal our proposal/quotation or submitting it late will result in automatic disqualification.

Until a Contract or a Purchase Order is executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : \_\_\_\_\_  
Designation / Position : \_\_\_\_\_  
Name of Organization : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
Telephone/Mobile No. : \_\_\_\_\_  
Email Address : \_\_\_\_\_  
TIN : \_\_\_\_\_  
PhilGEPS Registration Number : \_\_\_\_\_



## INSTRUCTIONS AND PROCEDURES FOR ONLINE SUBMISSION OF QUOTATIONS/PROPOSALS FOR SMALL-VALUE PROCUREMENT

1. Interested bidders must submit proposal/quotation in a single file password-protected portable document (PDF) format via email address [newprocurement@pnoc.com.ph](mailto:newprocurement@pnoc.com.ph) **without giving the password yet.**

File format should be:

RFQREFERENCENO\_NAME OF THE COMPANY\_passwordprotected.pdf  
*Example: RFQ202401001\_XYZCompany\_passwordprotected.pdf*

Note: RFQ Reference Number is located at the front page of the request for quotation.

Email Format Instructions:

- a. The subject line must indicate the RFQ Reference Number
- b. The email body must include the following details:
  - i. Project Title
  - ii. Name of the company and its authorized representative
  - iii. Contact details such as telephone/mobile number and email address

Proposal/quotation must be in a single PDF file only and must not exceed 25 MB.

2. Bidders will be immediately notified via email of the receipt of the proposal/quotation.
3. Proposal/quotation not password-protected and/or submitted late based on system timestamp will be automatically disqualified.
4. A bid opening will take place immediately after the deadline through video conferencing. The meeting link will be sent to participating bidders.
5. For proposal/quotation submitted online, the bidder shall provide the password of the file password when requested via the chat box or call/SMS during the bid opening.
6. Upon opening, the BAC shall verify the presence or absence of the specified requirements in the quotation/proposal. All eligible quotations/proposals will undergo further evaluation.
7. The award of contract shall be made to the Lowest Calculated Responsive Quotation or Highest Rated Responsive Bid, which complies with the minimum technical specifications and other terms and conditions. The result will be posted on the website and the official social media sites of PNOC.