



Republic of the Philippines
NATIONAL LIBRARY OF THE PHILIPPINES
Bids and Awards Committee

REQUEST FOR QUOTATION

The NATIONAL LIBRARY OF THE PHILIPPINES through its Bids and Awards Committee invites bidders / suppliers to bid for the **Procurement of Onsite Medical Services for the Conduct of Annual Physical Examination of the National Library of the Philippines Employees.** Bidding will be through **LOT Item Bidding.** Bids received in excess of the **Approved Budget Contract of Eight Hundred Seventy Six Thousand Pesos (Php876,000.00)** shall be automatically rejected at bid opening.

Unit	Item Description	Quantity	Unit Cost	Total Cost
package	For Female a) Basic (1) Physical Exam (after release of all laboratory results) (2) Urinalysis (3) Chest X-ray (4) Complete Blood Count b) Additional procedures (1) Pap Smear (2) ECG (3) Whole Abdomen Ultrasound (4) Blood Chemistry (Fasting Blood Sugar, Lipid Profile and Uric Acid Determination) (5) Breast Ultrasound (for 39 years old and below) / Mammogram (for 40 years old and above)	76	7,000.00	532,000.00
package	For Male a) Basic (1) Physical Exam (after release of all laboratory results) (2) Urinalysis (3) Chest X-ray (4) Complete Blood Count b) Additional procedures (1) ECG (2) Whole Abdomen Ultrasound (3) Blood Chemistry (Fasting Blood Sugar, Lipid Profile and Uric Acid Determination) (4) Prostate Specific Antigen (PSA) for 50 years old and above	49	6,000.00	294,000.00
package	Mandatory Drug Screening Test shall be conducted to all employees (125 pax)	125	400.00	50,000.00
			Total	876,000.00



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External Providers' Responsibilities:

1. Shall be a duly registered, accredited, or licensed by the Department of Health (DOH)
2. Coordinate with designated NLP representative regarding the following:
 - a) List of employees subject to medical examination
 - b) Onsite location of the APE including electrical requirements
3. Provide an onsite mobile laboratory units/vans with complete medical equipment and supplies
4. Provide a qualified medical team with staff to assist in the conduct of the Annual Physical Examination (APE) and Physician's consultation after the examination.
5. Submit a checklist in preparation for the APE to NLP for distribution to the employees.
6. Ensure that the COVID-19 precautions and minimum health protocols are done during the conduct of the APE
7. Accommodate employees who won't be able to come on the scheduled onsite medical examination dates on the External providers' medical facility. Re-schedule must be within 5 working days after the last screening day.
8. Submit summary of APE results and two hard copies of individual APE results (Employees' and NLP copy) in a sealed package within fifteen (15) working days after the scheduled testing
9. Submit list of employees who failed to undergo the APE at the end of the screening day

Payment Procedure:

1. Government Procedure
2. Payment will be based on the actual number of employees who have undergone the Annual Physical Examination (APE)

Submit your quotation duly signed by you or your representative together with the following documentary requirements:

- Latest Income/ Business Tax Returns
- Tax Clearance/Certificate
- Mayor's/Business Permit
- PhilGEPS Certificate of Registration
- Omnibus Sworn Statement (duly Notarized with seal)

Bidding is restricted to Filipino citizens/sole proprietorship, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183 and subject to Commonwealth Act 138.

Contract/delivery schedule is within Fifteen (15) days upon received of Notice to Proceed.

Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. National Library of the Philippines shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

NLP Building T.M. Kalaw Street, Ermita, Manila 1000, Philippines
+632 336-7200 ; +632 310-5035 loc.406
web.nlp.gov.ph ; bac@nlp.gov.ph





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For further information, please refer to:

MARIE JOY H. BESTOIR

ELEANOR C. SIYANG

JONATHAN SANTOS

BAC Secretariat

T.M. Kalaw St., Ermita, Manila

Tel. No. 5336-7200 loc. 406 / 412

Email: bac@nlp.gov.ph

Bids must be submitted to the NLP BAC email on or before **April 07, 2022 5:00 pm**. Aside from the electronic copy of your original financial bid offer and documentary requirements, please email also an excel (.xlsx) format of your financial bid offer.

The NATIONAL LIBRARY OF THE PHILIPPINES reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

Sgd. SUSAN J. FETALCO

BAC Chairperson