



**REQUEST FOR QUOTATION**

**Date** : \_\_\_\_\_

**RFQ No.:** \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Name of Store/Shop : \_\_\_\_\_

Address : \_\_\_\_\_



TIN : \_\_\_\_\_

PhilGEPS Registration Number (required prior to award): \_\_\_\_\_

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Conduct of 2024 Clinic-based APE Annual Physical Exam for SB Corp Head Office** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act of 9184.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **September 06, 2024 at 10:00am**. A copy of your **latest Business/Mayor’s Permit, Philgeps Registration, Omnibus Sworn Statement(notarized) and BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1734 or email address at [jbperez@sbcorp.gov.ph](mailto:jbperez@sbcorp.gov.ph); [bac@sbcorp.gov.ph](mailto:bac@sbcorp.gov.ph)

  
**Rowena G. Betia**  
BAC Chairperson 

**INSTRUCTIONS:**

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements Will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

<b>Procurement of (Name of Item/s to be procured)</b>	
<b>TECHNICAL SPECIFICATIONS (detailed)</b>	<b>REMARKS</b>
<p style="text-align: center;"><b>TERMS OF REFERENCE</b></p> <p style="text-align: center;"><b>Conduct of 2024 Clinic-based APE Annual Physical Exam for SB Corp Head Office</b></p> <p><b>I. OBJECTIVE</b></p> <p>The Annual physical exam (APE) in SB Corp is one of the chief components in maintaining an acceptable working environment that promotes the physical well-being of the employees, pursuant to CSC MC No. 33, s. 1997 (Policy on Working Conditions at the Workplace). It is a vital part of preventative measures against possible illnesses aimed towards increased productivity and efficiency in the attainment of the goals and objectives of the employees as well as the organization of a more responsive public service.</p> <p><b>II. APPLICABILITY</b></p> <p>The Terms of Reference (TOR) are applicable to all SB Corp personnel in Head Office.</p> <p><b>III. COVERAGE AND DELIVERABLES</b></p> <p>A. Medical examinations and laboratory tests, to be provided by the service provider:</p> <ul style="list-style-type: none"> <li>• Basic 5: Full Medical Examination (<i>e.g., physical exam, medical history, visual acuity</i>), Complete Blood Count (CBC) Chest X-ray, Urinalysis and Fecalalysis</li> <li>• Blood Chem Test: Fasting Blood Sugar (FBS), Lipid Profile, Blood Uric Acid (BUA)</li> <li>• Other Tests: ECG and Papsmear (<i>for 35 y/o and above</i>)</li> </ul> <p>B. Provide at least 2 doctors (male &amp; female) during the conduct of APE.</p> <p>C. Submit complete medical results:</p> <ul style="list-style-type: none"> <li>• Submit Significant Findings report within 3-5 days after APE.</li> </ul>	

- Release of summary of each individual medical results within 15 days from test completion

**IV. CORPORATE BUDGET: P381,200.00**

<b>APE Package</b>	<b>Estimated Cost per Package/ Employee</b>	<b>Estimated No. of Employees</b>	<b>Estimated Total Cost</b>
Employees below 35 y/o	2,850.00	28	79,800.00
Male employees 35 y/o and above	3,350.00	34	113,900.00
Female employees 35 y/o and above	3,750.00	50	187,500.00
<b>TOTAL</b>			<b>381,200.00</b>

**V. SCHEDULE**

The target date for APE is within the month of September 2024.

**VI. DOCUMENTARY REQUIREMENTS**

- PhilGEPS Registration
- Mayor's/Business Permit – Must have been in the business for at least 3 years.
- BIR Certificate of Registration
- Omnibus Sworn Statement
- Certified True copy of Secretary's Certificate

**DELIVERY REQUIREMENT**

- a) 1 lot
- b)

**FINANCIAL OFFER:**

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate “0” if item being offered is for free.

<b>PROCUREMENT OF (name of item/s to be procured)</b>			
Quantity (A)	Description/Brand/Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
<b>Php381,200.00 Tax Inclusive</b>			In words _____  In figures: _____

**TERMS AND CONDITIONS**

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp shall adopt and employ “draw lots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor’s identified bank account



not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.

12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The SBCorp 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.

Office Telephone No. \_\_\_\_\_

Signature over Printed Name

Mobile No. \_\_\_\_\_

Position/Designation

Email address: \_\_\_\_\_