

REQUEST FOR QUOTATION

Date: 19 May 2023

Sir/Madame:

The Department of Foreign Affairs, Occupational Safety and Health Committee (OSHC) intends to request a quotation for the procurement of the RT-PCR Test Provider.

The procurement will be undertaken in accordance with the Revised Implementing Rules and Regulations (Revised IRR of Republic Act No. (RA) 9184), otherwise known as the Government Procurement Reform Act.

Please quote your best offer, subject to the Terms and Conditions provided below. You may submit your quotation duly signed by you or your authorized representative no later than 23 May 2023, 12:00NN, subject to the Terms and Conditions provided.

Open quotations may be submitted through email at the address and contact numbers indicated below. You may also refer to the Terms of Reference for the list of technical specifications and scope of service requirements.

For further information, please contact Ms. Rose Lynne Dumlao or Ms. Edith Musanif at telephone number 834-4000 local 4419 or email address at: hrmo.bwd@dfa.gov.ph and dfacovidtesting@gmail.com.

Thank you.



GREG MARIE C. MARIÑO
Director

Benefits and Welfare Division
Human Resources Management Office

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s to be denominated in Philippine pesos shall include all taxes, duties and/or levies payable.
3. The Approved Budget for the Contract is Php 900,000.00 , inclusive of all fees and taxes.
4. Compliance with the requirements is requested for the Department to consider your offer.
5. The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any justifiable and reasonable grounds.

TERMS OF REFERENCE

- I. **PROJECT** : Procurement and Services of COVID 19 Testing (RT-PCR) for DFA Officials and Employees
- II. **APPROVED BUDGET FOR THE CONTRACT** : Php 900,000.00, inclusive of VAT and other taxes
- III. **TARGET PARTICIPANTS** : At least 280 DFA personnel
- IV. **EFFECTIVITY** : Until 31 December 2023
- V. **VENUE OF THE RT-PCR** : DFA Home Office, Roxas Blvd Pasay City/
Proponent's Facility (outside DFA premises)

VI. TESTING PROJECT DESCRIPTION:

In response to various health and safety protocols and to prevent the spread of the COVID-19 virus through the conduct of contact tracing activities, the Department will continue to conduct its Reverse Transcriptase-Polymerase Chain Reaction (RT-PCR) COVID-19 testing for employees who will attend official events where the RT-PCR tests are required.

VII. SCOPE OF WORK:

- a. Provide Nasopharyngeal and Oropharyngeal swab (RT-PCR) testing to DFA employees who attend official meetings and events that require swab testing;
- b. Conduct the swab testing as requested by the Department whether onsite (DFA premises) and/or at Proponent's facility;
- c. Ensure that there will be no additional fees nor extra cost to be charged or collected from employees who will be tested;
- d. Release the accurate result within 6 to 12 hours upon collection of samples. The results are to be sent to each respective testee through email with "carbon copy" (cc) to HRMO-BWD (COVID-19 Unit);
- e. Ensure that all information, data and results of DFA employees be kept confidential and secured under the Data Privacy Act; and
- f. Assign a point/contact person who will specifically coordinate with and address concerns regarding the conduct of the RT-PCR tests of DFA personnel.

VIII. QUALIFICATIONS/TECHNICAL EXPERTISE OF COVID-19 TESTING LABORATORY:

- a. The service provider must be an independent testing facility duly certified/accredited by the Department of Health (DOH) to administer tests for COVID-19 through swab test (RT-PCR) and must be able to show proper documentation of accreditation;
- b. The service provider should be available any day or anytime of the week upon the request of the Department (on-call as needed depending on the schedule of the DFA personnel, including holidays);
- c. Have duly trained and licensed medical personnel who will safely perform the testing and sample collection in accordance with the procedures prescribed by the DOH;
- d. The service provider is capable of providing a high level of technical and proficient testing methods for confirmatory tests for Covid-19 and is capable of complying with the quality and standard in the verification process of the test results.
- e. Must provide documents required by DFA-Bids and Award Committee (BAC); and
- f. PhilGeps registered and has the necessary Business Permit/Registration.

IX. TERMS OF PAYMENT:

- a. All fees shall be inclusive of all taxes and other government/lawful charges;
- b. Payment processing is within 30 days upon receipt of original Invoice and after the submission of results of COVID-19 test for the actual number of personnel tested per month;
- c. Payment shall be made through a send bill arrangement with the provider.