



REQUEST FOR QUOTATION

Date: 08 August 2023
RFQ No.: 100-23-03-540

Name of Company: _____
Address: _____
Name of Store/Shop: _____
Address: _____
TIN: _____
PhilGEPS Registration Number: _____

The City Government of Pasig, through the Bids and Awards Committee (BAC), intends to procure **Learning Services Provider for the Conduct of Emergency Medical Technician with Basic life Support** with an Approved Budget for the Contract (ABC) of **Php 943,937.60**, in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. Please quote your best offer for the item in the table below.

The Project shall be awarded as One Project having several items that shall be awarded as one contract. Quotations received exceeding each total Cost per Item and/or the total Approved Budget for the Contract shall be rejected.

Item No.	Item Description	Brand Name <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	Learning service provider for the conduct of Emergency Medical Technician with Basic Life Support, <ul style="list-style-type: none"> - Learning service for the conduct of EMT with Basic Life Support (EMT-B) Training for Twenty (20) Pasig City DRRMO Personnel (inclusive: Training Modules and Manuals, Certification, Polo Batch shirt with Customized tactical pants; Food (AM Snack, Lunch & PM Snack) and PSEMT Initial Registration. (47,196.88 per Participants x 20 Participants = 943,937.60) - attached hereto is the terms of reference of Emergency Medical Response Training 		1	service	943,937.60	943,937.60		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.				Total		943,937.60		
DELIVERY TERM: Please refer to the Terms of Reference.								

**Indicate the BRAND NAME or MANUFACTURER NAME and the specific MODEL to be offered or attach a BROCHURE for the offered item; items including but not limited to clothing, vehicle, equipment, devices, electronics, machines, drugs, medicines, medical supplies must be branded or at the very least, manufacturer shall be indicated.*



Submit this Quotation (Accomplished and duly signed by the Owner or the respective Authorized Representative indicated in the Secretary's Certificate/Special Power of Attorney) not later than the closing date specified in the Bid Notice Abstract posted in PhilGEPS website along with the following documents:

- **Mayor's/Business Permit** (or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit subject to submission of the Mayor's Permit before the award of contract). The nature of business as stated in the Mayor's/Business Permit should at the very least be similar or related to the project to be bid.
- **PhilGEPS Registration Number**
- **Income Tax Return** - Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).

In accordance with Revenue Regulation No. 3-2005, the above-mentioned tax returns shall refer to the following:

1. Latest Income Tax Return (ITR) - For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.
 2. Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
- Accomplished and notarized **Omnibus Sworn Statement** ([https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx))
 - **Proof of Authorization: Secretary's Certificate** if corporation, or **Special Power of Attorney**, if individual.

ADDITIONAL REQUIREMENTS:

For Procurement of Drugs and Medicines:

Documents from the Food and Drug Administration (FDA):

- a. Certificate of Product Registration;
- b. Certificate of Good Manufacturing Practice;
- c. License to Operate;
- d. Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [*to be submitted upon delivery*]; and
- e. Certificate of Analysis (*for anesthesia and antibiotics*) [*to be submitted upon delivery*].


If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.


Please submit the accomplished Quotation and required documents on or before the deadline of submission at the Bids and Awards Committee (BAC) through the **Procurement Management Office (BAC Secretariat Office), 4th Floor, Pasig City Hall, San Nicolas, Pasig City**.

All documents should be submitted in a sealed brown envelope addressed to the "Bids and Awards Committee, 4th Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600



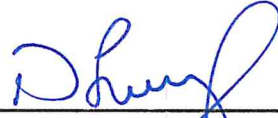
(02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *

 pasigcity.gov.ph

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The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact us at telephone no. (02) 8641 1111 / (02) 8643 1111 loc. 1461 or email address at bidsandawards@pasigcity.gov.ph



ATTY. PONCE MIGUEL D. LOPEZ, Jr.
Officer in Charge, Procurement Management Office

I hereby certify that I have read and agree to this Request for Quotation, its Terms of Reference, and Bid Bulletin/s, if any. I further certify that the products to be delivered will conform to the specifications stated in the Item Description.

Conforme:

Signature over Printed Name


Position


Duly authorized to sign quotation/offer for and on behalf of

(Please indicate Company Name)

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600



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TERMS OF REFERENCE

A. PROCUREMENT TITLE

PROCUREMENT OF A LEARNING SERVICE PROVIDER FOR THE CONDUCT OF EMERGENCY MEDICAL TECHNICIAN WITH BASIC LIFE SUPPORT (EMT-B) TRAINING FOR TWENTY (20) PASIG CITY DRRMO PERSONNEL

B. BACKGROUND

Pasig City DRRMO has nurses and college graduates that are tasked as responders in emergency response. Emergency Medical Technician (EMT) is a training course that provides in-depth knowledge and skills to care for sick and injured people who need emergency medical treatment. This is a high-stakes certification course that requires professionals to act quickly and accurately, thinking on their feet as care for patients in chaotic situations. EMT-B Training is also one of the requirements of DOH Accreditation for Advance Cardiac Life Support Ambulances.

C. OBJECTIVES

At the end of the training, the selected participants will be able to:

- Describe the essential elements for the safe and efficient response to the scene of a medical emergency.
- Perform a thorough EMS patient assessment for signs and symptoms of illnesses and injuries.
- Provide prompt and efficient basic emergency care to the sick and injured.
- Safely handle and prepare the patient for transportation.
- Apply fundamental knowledge of the EMS system, safety and well-being of the EMT, Medical, Legal, and Ethical issues to the provision of emergency care.

D. SCOPE OF WORK and DELIVERABLES

ITEM	PARTICULAR	BRIEF DESCRIPTION	AMOUNT
1	Procurement of a Learning Service Provider for the conduct of Emergency Medical Technician with Basic Life Support (EMT-B) Training for Twenty (20) Pasig City DRRMO Personnel	Inclusions of Training Modules and Manuals; Certification; Batch Shirt with Customized Tactical Pants; Food (AM Snack, Lunch & PM Snack) and PSEMT Initial Registration.	<p>= Php943,937.60 Php 47,196.88 / Pax (Total of 20 participants)</p> <p><u>Batch 147 : 10 Pax</u> (Sept. 18-Nov.03, 2023)</p> <p><u>Batch 148 : 10 Pax</u> (Nov. 20, 2023 – Jan. 5, 2024)</p>

The Learning Service Provider shall cover the following:

- Prepare a Course Design setting-out the course learning outcomes, strategy and course schedule;
- Incorporate creative and engaging activities such as action planning, small group presentations and plenary discussions;
- The training provider will provide the training venue and equipment;
- The training provider will provide the training materials such as modules, manuals, food, shirt, tactical pants and EMT Registration;
- Administer Post-program evaluation to participants;
- Issue the Certificates to qualified participants who passed and completed the training course;
- Any changes / adjustment in training schedules, the Training Division and the Training provider, will coordinate and meet halfway for the finality of the re-scheduling dates of the said Training.



Continuation:

On the other hand, the City Government of Pasig, through the Disaster Risk Reduction and Management Office – Training Division, shall ensure the following:

- Monitoring of the implementation of activities included in the work plan;
- Review and final approval of deliverables.

E. CONTRACT DURATION

The project duration is 7 Weeks or 280 Hours and will commence upon receipt of the Notice to Proceed.

BATCHES	DATE COVERED OF IMPLEMENTATION	
BATCH 147	Sept. 18-Nov.03, 2023	
BATCH 148	-	Nov. 20, 2023 – Jan. 5, 2024

F. METHODOLOGY

The technical proposals shall be evaluated first using the criteria below. The minimum technical passing score is **Seventy-Five (75) Points**.

EVALUATION CRITERIA	CRITERIA	RATE
APPLICABLE EXPERIENCE		
Years of experience in providing training services on Emergency Medical Technician	20 years or more = 3 10 – 19 years = 2 1 - 9 = 1 less than 1 year = 0	
Number of Private Institutions engaged in providing training services on Emergency Medical Technician	20 or more = 3 10 – 19 = 2 1 - 9 = 1 less than 1 = 0	
Number of Public / Government Institutions engaged as clients in providing training services on Emergency Medical Technician	10 or more= 3 5 to 9 = 2 1 - 4 = 1 less than 1 = 0	
RATE ON APPLICABLE EXPERIENCE (40 %):	9 / 9 = 100 %	
QUALITY OF PERSONNEL		
Qualification of the as Lecturer or Instructor in delivering training programs on Emergency Medical Technician	Paramedic – 3 Emergency Room Doctor – 2 Nurse / EMT – 1 Non – Medical Instructor - 0	
Years of Work experience as Lecturer or Instructor in delivering training programs on Emergency Medical Technician	20 years or more =3 10 - 19 years = 2 1 - 9 years = 1 less than 1 year = 0	
RATE ON QUALITY OF PERSONNEL (40 %):	6 / 6 = 100 %	



Continuation:

PLAN OF APPROACH AND METHODOLOGY		
EVALUATION CRITERIA	CRITERIA	RATE
Work Plan	Based on: International Liaison Committee on Resuscitation = 3 Resuscitation Council of Southern Africa = 2 Resuscitation Council of Asia = 1 None on the above-mentioned = 0	
Approach and Methodology (Training Design & Content)	Based on: Philippine Society of Emergency Medical Technician = 3 Australian Registry of Emergency Medical Technician = 2 National Association of Emergency Medical Technician = 1 None on the above-mentioned = 0	
RATE ON PLAN OF APPROACH AND METHODOLOGY (20 %):	6 / 6 = 100 %	
SUMMARY:		
APPLICABLE EXPERIENCE	Rating x 0.40 =	
QUALITY OF PERSONNEL	Rating x 0.40 =	
PLAN OF APPROACH AND METHODOLOGY	Rating x 0.20 =	
FACTOR VALUE		

G. APPROVED BUDGET FOR THE PROPOSAL

The approved budget for the contract for this engagement is NINE HUNDRED FORTY-THREE THOUSAND and NINE HUNDRED THIRTY SEVEN in PHILIPPINE PESO and SIXTY CENTAVOS (Php 943,937.60) from the 70% of the LDRRM Fund, Included in the 2023 AIP with Reference No. 9000-000-2-3-16-002-005-005.

Prepared by

RAMON CARLOS Z. CAYUBE, RN, EMT
PCDRRMO Training Division Chief
#0928-2912053