



**NOTICE FOR NEGOTIATED PROCUREMENT
(Small Value Procurement)**

The Mindoro State College of Agriculture and Technology – Main Campus (MinSCAT – MC), through its 2018 Special Trust Fund, intends to apply the sum of **Three Hundred Ninety Six Thousand Pesos (Php 396,000.00)**, inclusive of all applicable taxes and other charges, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Engagement of Medical Services Provider for the 2018 Annual Physical Examination (APE) of MinSCAT – MC Personnel**. Proposals received in excess of the ABC shall be automatically rejected.

Item No.	Scope of Work	ABC
1	Engagement of Medical Services Provider for the 2018 Annual Physical Examination (APE) of MinSCAT – MC Personnel <i>Please refer to the attached Terms of Reference for specific details</i>	Php 396,000.00

Bidders shall be required to submit photocopies of the following documents and pay the non-refundable bidding fee of Php 500.00 upon submission of bids for their bids to be considered:

1. Certificate of registration (i.e., SEC, DTI or CDA)
2. Mayor’s permit – current and valid
3. Latest Tax Clearance
4. Latest Income and Business Tax Returns
5. Certificate of PhilGEPS registration
6. Other appropriate licenses and permits required by law and as stated in the Scope of Work

MinSCAT – Main Campus now invites proposals for the **Engagement of Medical Services Provider for the 2018 Annual Physical Examination (APE) of MinSCAT – MC Personnel**. The Contract duration is Ten (10) days.

Proposals (including Terms of Reference conformed) must be submitted to BAC Office, MinSCAT – Main Campus, Alcate, Victoria, Oriental Mindoro on or before October 1, 2018 not later than 5:00 P.M. or via email at minscatbac@gmail.com. Late proposals shall not be accepted.

MinSCAT – Main Campus reserves the right to reject any or all quotations and/or proposals and waive any formalities/informalities therein and to accept such bids it may consider as most advantageous to the agency and to the government. MinSCAT – Main Campus neither assumes any obligation for whatsoever losses that may be incurred in the preparation of bids, nor does it guarantee that an award will be made.

Joelene C. Leynes
JOELENE C. LEYNES
Chairperson
Bids and Awards Committee



**NOTICE FOR NEGOTIATED PROCUREMENT
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The Mindoro State College of Agriculture and Technology – Calapan Campus (MinSCAT – CC), through its 2018 Special Trust Fund, intends to apply the sum of **Three Hundred Fifty Eight Thousand Nine Hundred Two Pesos (Php 358,902.00)**, inclusive of all applicable taxes and other charges, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Engagement of Medical Services Provider for the 2018 Annual Physical Examination (APE) of MinSCAT – CC Personnel**. Proposals received in excess of the ABC shall be automatically rejected.

Item No.	Scope of Work	ABC
1	Engagement of Medical Services Provider for the 2018 Annual Physical Examination (APE) of MinSCAT – CC Personnel <i>Please refer to the attached Terms of Reference for specific details</i>	Php 358,902.00

Bidders shall be required to submit photocopies of the following documents and pay the non-refundable bidding fee of Php 500.00 upon submission of bids for their bids to be considered:

1. Certificate of registration (i.e., SEC, DTI or CDA)
2. Mayor’s permit – current and valid
3. Latest Tax Clearance
4. Latest Income and Business Tax Returns
5. Certificate of PhilGEPS registration
6. Other appropriate licenses and permits required by law and as stated in the Scope of Work

MinSCAT –Calapan Campus now invites proposals for the **Engagement of Medical Services Provider for the 2018 Annual Physical Examination (APE) of MinSCAT – CC Personnel**. The Contract duration is Ten (10) days.

Proposals (including Terms of Reference conformed) must be submitted to BAC Office, MinSCAT – Main Campus, Alcate, Victoria, Oriental Mindoro on or before October 1, 2018 not later than 5:00 P.M. or via email at [minsctbac@gmail.com](mailto:minscatbac@gmail.com). Late proposals shall not be accepted.

MinSCAT – Calapan Campus reserves the right to reject any or all quotations and/or proposals and waive any formalities/informalities therein and to accept such bids it may consider as most advantageous to the agency and to the government. MinSCAT – Calapan Campus neither assumes any obligation for whatsoever losses that may be incurred in the preparation of bids, nor does it guarantee that an award will be made.

Joelene C. Leynes
JOELENE C. LEYNES
Chairperson
Bids and Awards Committee



**NOTICE FOR NEGOTIATED PROCUREMENT
(Small Value Procurement)**

The Mindoro State College of Agriculture and Technology – Bongabong Campus (MinSCAT – BC), through its 2018 Special Trust Fund, intends to apply the sum of **One Hundred Thirty Six Thousand Seventeen Pesos (Php 136,017.00)**, inclusive of all applicable taxes and other charges, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Engagement of Medical Services Provider for the 2018 Annual Physical Examination (APE) of MinSCAT – BC Personnel**. Proposals received in excess of the ABC shall be automatically rejected.

Item No.	Scope of Work	ABC
1	<p>Engagement of Medical Services Provider for the 2018 Annual Physical Examination (APE) of MinSCAT – BC Personnel</p> <p><i>Please refer to the attached Terms of Reference for specific details</i></p>	Php 136,017.00


Bidders shall be required to submit photocopies of the following documents and pay the non-refundable bidding fee of Php 500.00 upon submission of bids for their bids to be considered:

1. Certificate of registration (i.e., SEC, DTI or CDA)
2. Mayor’s permit – current and valid
3. Latest Tax Clearance
4. Latest Income and Business Tax Returns
5. Certificate of PhilGEPS registration
6. Other appropriate licenses and permits required by law and as stated in the Scope of Work

MinSCAT – Bongabong Campus now invites proposals for the **Engagement of Medical Services Provider for the 2018 Annual Physical Examination (APE) of MinSCAT – BC Personnel**. The Contract duration is Ten (10) days.

Proposals (including Terms of Reference conformed) must be submitted to BAC Office, MinSCAT – Main Campus, Alcate, Victoria, Oriental Mindoro on or before October 1, 2018 not later than 5:00 P.M. or via email at minscatbac@gmail.com. Late proposals shall not be accepted.

MinSCAT – Bongabong Campus reserves the right to reject any or all quotations and/or proposals and waive any formalities/informalities therein and to accept such bids it may consider as most advantageous to the agency and to the government. MinSCAT – Bongabong Campus neither assumes any obligation for whatsoever losses that may be incurred in the preparation of bids, nor does it guarantee that an award will be made.


JOELINE C. LEYNES
Chairperson
Bids and Awards Committee



PROJECT : **ENGAGEMENT OF MEDICAL SERVICES PROVIDER FOR THE 2018 ANNUAL PHYSICAL EXAMINATION (APE) OF THE MINS CAT – MAIN CAMPUS PERSONNEL**

APPROVED BUDGET FOR THE CONTRACT : **Three Hundred Ninety Six Thousand Pesos (Php 396,000.00) inclusive of all applicable taxes and other charges**

SUBJECT : **TERMS OF REFERENCE**

I. Service Structure

To provide the necessary medical and laboratory equipment and competent medical personnel who will conduct the Annual Physical Examination (APE) to all personnel of Mindoro State College of Agriculture and Technology – Main Campus (MinSCAT – MC).

II. Scope of Work

1. The APE shall be conducted in a hospital complete with the necessary tertiary medical/laboratory equipment and manned by qualified medical personnel.
2. The Contractor will conduct the APE to an estimated number of two hundred twenty (220) personnel with the following distribution:

Gender	Below 40 years old	40 years old and above	TOTAL
Male	67	44	111
Female	68	41	109
TOTAL	135	85	220

3. The Schedule of Benefits for the APE are as follows:
 - 3.1 Laboratory Examinations
 - a. CBC
 - b. Urinalysis
 - c. Fecalysis
 - d. Fasting Blood Sugar (FBS)
 - e. Creatinine
 - f. Blood Uric Acid (BUA)
 - g. Total Cholesterol
 - h. Triglycerides
 - i. SGOT
 - j. SGPT
 - 3.2 Chest X-Ray
 - 3.3 Physical Examination and Health History



- 3.4 Electrocardiograph (ECG) – for personnel forty (40) years old and above and for those under forty (40) years old if indicated as necessary.
4. The Contractor must make sure that all medical exams included in the APE Schedule of Benefits are readily available during the schedule APE administration.
 5. The number of personnel availing the APE as indicated in the Scope of Work is not guaranteed and may change in the course of engagement period but not to exceed the total Contract Price.
 6. The Contractor shall perform the Physical Examination Procedures only to personnel authorized by MinSCAT – Main Campus.
 7. The winning Contractor will be provided with a list of personnel with their respective APE schedule of benefits and administration at least three (3) working days before the start of the APE. All personnel who will not be able to take their APE during their scheduled administration date due to meritorious reasons will be accommodated at the last day of administration.
 8. The Contractor shall provide MinSCAT – MC with guidelines/checklist discussing the preparations needed to be done before the APE administration at least seven (7) working days before the scheduled start of the APE.
 9. Upon evaluation of medical test results and the Contractor necessitates a repeat or additional test considering a particular diagnosis, the Contractor must inform MinSCAT – MC prior to administering the said procedure.
 10. The medical test result of each personnel should be furnished in two(2) copies. One (1) copy will be kept at the MinSCAT – MC Clinic while the other copy will be given to the personnel concerned.
 11. The Contractor shall bill MinSCAT – MC for the services rendered upon completion of the schedule APE for all personnel concerned after the last day of release of medical results. MinSCAT – MC shall pay for applicable charges within Fifteen (15) days from receipt of the Statement of Account (SOA) and other billing documents issued by the Contractor. Accordingly, MinSCAT – MC shall deduct and withhold all applicable taxes from the payment to the Contractor.
 12. If discrepancies or inaccuracies in the SOA are noted, MinSCAT – MC shall notify the Contractor of such and request the former to correct the error and to issue a revised SOA and billing statement reflecting the adjustments based on the correct computation of the charges. If the charges in the revised SOA and billing documents are in order, MinSCAT – MC shall pay for the amount within fifteen (15) days upon receipt of the revised SOA from the Contractor.



Mindoro State College of Agriculture and Technology

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Mobile No. +639778467228

T/Fax No. (043) 2862368

13. All medical records and other documents pertaining to the APE and doctor-patient transactions are considered as confidential information and proprietary to the MinSCAT – MC. In no case will the Contractor or its medical personnel disclose any confidential information to any party without the written approval of the authorized representative of MinSCAT – MC on the following conditions: when required by law, for purposes of evaluating an employee’s suitability to work on account of medical reasons, or as requested by the concerned personnel.

14. As integral part of this contract, the Contractor warrants that he/she, or its officials or representatives has/have not given or promised to give any money or gift, to any personnel/official of MinSCAT – MC to influence the decision regarding the awarding of this contract nor has the Contractor or representative extended or utilized any lawful influence to solicit or secure this contract through an agreement to pay a commission, percentage or contingent fee. The Contractor agrees that breach of this warranty shall be sufficient ground for MinSCAT – MC to terminate or cancel the contract, or empower to deduct, at its discretion such commission, percentage, brokerage or contingent fees from the contract price without prejudice to any other person’s civil or criminal liability under the Anti-Graft Law and applicable laws.

CONFORME:

Name of Company : _____

Address : _____

Name of Authorized Representative : _____

Position : _____

Signature : _____



PROJECT : ENGAGEMENT OF MEDICAL SERVICES PROVIDER FOR THE 2018 ANNUAL PHYSICAL EXAMINATION (APE) OF THE MINSCAT – CALAPAN CAMPUS PERSONNEL

APPROVED BUDGET FOR THE : Three Hundred Fifty Eight Thousand Nine Hundred Two Pesos (Php 358,902.00)

CONTRACT : inclusive of all applicable taxes and other charges

SUBJECT : TERMS OF REFERENCE

I. Service Structure

To provide the necessary medical and laboratory equipment and competent medical personnel who will conduct the Annual Physical Examination (APE) to all personnel of Mindoro State College of Agriculture and Technology – Calapan Campus (MinSCAT – CC).

II. Scope of Work

1. The APE shall be conducted in a hospital complete with the necessary tertiary medical/laboratory equipment and manned by qualified medical personnel.
2. The Contractor will conduct the APE to an estimated number of one hundred sixty six (166) personnel with the following distribution:

Gender	Below 40 years old	40 years old and above	TOTAL
Male	45	34	79
Female	48	39	87
TOTAL	93	73	166

3. The Schedule of Benefits for the APE are as follows:
 - 3.1 Laboratory Examinations
 - a. CBC
 - b. Urinalysis
 - c. Fecalalysis
 - d. Fasting Blood Sugar (FBS)
 - e. Creatinine
 - f. Blood Uric Acid (BUA)
 - g. Total Cholesterol
 - h. Triglycerides
 - i. SGOT
 - j. SGPT
 - 3.2 Chest X-Ray



- 3.3 Physical Examination and Health History
3.4 Electrocardiograph (ECG) – for personnel forty (40) years old and above and for those under forty (40) years old if indicated as necessary.
4. The Contractor must make sure that all medical exams included in the APE Schedule of Benefits are readily available during the schedule APE administration.
 5. The number of personnel availing the APE as indicated in the Scope of Work is not guaranteed and may change in the course of engagement period but not to exceed the total Contract Price.
 6. The Contractor shall perform the Physical Examination Procedures only to personnel authorized by MinSCAT – Calapan Campus.
 7. The winning Contractor will be provided with a list of personnel with their respective APE schedule of benefits and administration at least three (3) working days before the start of the APE. All personnel who will not be able to take their APE during their scheduled administration date due to meritorious reasons will be accommodated at the last day of administration.
 8. The Contractor shall provide MinSCAT – CC with guidelines/checklist discussing the preparations needed to be done before the APE administration at least seven (7) working days before the scheduled start of the APE.
 9. Upon evaluation of medical test results and the Contractor necessitates a repeat or additional test considering a particular diagnosis, the Contractor must inform MinSCAT – CC prior to administering the said procedure.
 10. The medical test result of each personnel should be furnished in two(2) copies. One (1) copy will be kept at the MinSCAT – CC Clinic while the other copy will be given to the personnel concerned.
 11. The Contractor shall bill MinSCAT – CC for the services rendered upon completion of the schedule APE for all personnel concerned after the last day of release of medical results. MinSCAT – CC shall pay for applicable charges within Fifteen (15) days from receipt of the Statement of Account (SOA) and other billing documents issued by the Contractor. Accordingly, MinSCAT – CC shall deduct and withhold all applicable taxes from the payment to the Contractor.
 12. If discrepancies or inaccuracies in the SOA are noted, MinSCAT – CC shall notify the Contractor of such and request the former to correct the error and to issue a revised SOA and billing statement reflecting the adjustments based on the correct computation of the charges. If the charges in the revised SOA and billing documents



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are in order, MinSCAT – CC shall pay for the amount within fifteen (15) days upon receipt of the revised SOA from the Contractor.

- 13. All medical records and other documents pertaining to the APE and doctor-patient transactions are considered as confidential information and proprietary to the MinSCAT – CC. In no case will the Contractor or its medical personnel disclose any confidential information to any party without the written approval of the authorized representative of MinSCAT – CC on the following conditions: when required by law, for purposes of evaluating an employee’s suitability to work on account of medical reasons, or as requested by the concerned personnel.
14. As integral part of this contract, the Contractor warrants that he/she, or its officials or representatives has/have not given or promised to give any money or gift, to any personnel/official of MinSCAT – CC to influence the decision regarding the awarding of this contract nor has the Contractor or representative extended or utilized any lawful influence to solicit or secure this contract through an agreement to pay a commission, percentage or contingent fee. The Contractor agrees that breach of this warranty shall be sufficient ground for MinSCAT – CC to terminate or cancel the contract, or empower to deduct, at its discretion such commission, percentage, brokerage or contingent fees from the contract price without prejudice to any other person’s civil or criminal liability under the Anti-Graft Law and applicable laws.

CONFORME:

Name of Company : _____
Address : _____
Name of Authorized Representative : _____
Position : _____
Signature : _____



- PROJECT : ENGAGEMENT OF MEDICAL SERVICES PROVIDER FOR THE 2018 ANNUAL PHYSICAL EXAMINATION (APE) OF THE MINSCAT – BONGABONG CAMPUS PERSONNEL**
- APPROVED BUDGET FOR THE : One Hundred Thirty Six Thousand Seventeen Pesos (Php 136,017.00)**
- CONTRACT : inclusive of all applicable taxes and other charges**
- SUBJECT : TERMS OF REFERENCE**

I. Service Structure

To provide the necessary medical and laboratory equipment and competent medical personnel who will conduct the Annual Physical Examination (APE) to all personnel of Mindoro State College of Agriculture and Technology – Bongabong Campus (MinSCAT – BC).

II. Scope of Work

1. The APE shall be conducted in a hospital complete with the necessary tertiary medical/laboratory equipment and manned by qualified medical personnel.
2. The Contractor will conduct the APE to an estimated number of seventy seven (77) personnel with the following distribution:

Gender	Below 40 years old	40 years old and above	TOTAL
Male	16	20	36
Female	24	17	41
TOTAL	40	37	77

3. The Schedule of Benefits for the APE are as follows:

3.1 Laboratory Examinations

- a. CBC
- b. Urinalysis
- c. Fecalysis
- d. Fasting Blood Sugar (FBS)
- e. Creatinine
- f. Blood Uric Acid (BUA)
- g. Total Cholesterol
- h. Triglycerides
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- 3.2 Chest X-Ray
- 3.3 Physical Examination and Health History
- 3.4 Electrocardiograph (ECG) – for personnel forty (40) years old and above and for those under forty (40) years old if indicated as necessary.
4. The Contractor must make sure that all medical exams included in the APE Schedule of Benefits are readily available during the schedule APE administration.
5. The number of personnel availing the APE as indicated in the Scope of Work is not guaranteed and may change in the course of engagement period but not to exceed the total Contract Price.
6. The Contractor shall perform the Physical Examination Procedures only to personnel authorized by MinSCAT – Bongabong Campus.
7. The winning Contractor will be provided with a list of personnel with their respective APE schedule of benefits and administration at least three (3) working days before the start of the APE. All personnel who will not be able to take their APE during their scheduled administration date due to meritorious reasons will be accommodated at the last day of administration.
8. The Contractor shall provide MinSCAT – BC with guidelines/checklist discussing the preparations needed to be done before the APE administration at least seven (7) working days before the scheduled start of the APE.
9. Upon evaluation of medical test results and the Contractor necessitates a repeat or additional test considering a particular diagnosis, the Contractor must inform MinSCAT – BC prior to administering the said procedure.
10. The medical test result of each personnel should be furnished in two(2) copies. One (1) copy will be kept at the MinSCAT – BC Clinic while the other copy will be given to the personnel concerned.
11. The Contractor shall bill MinSCAT – BC for the services rendered upon completion of the schedule APE for all personnel concerned after the last day of release of medical results. MinSCAT – BC shall pay for applicable charges within Fifteen (15) days from receipt of the Statement of Account (SOA) and other billing documents issued by the Contractor. Accordingly, MinSCAT – BC shall deduct and withhold all applicable taxes from the payment to the Contractor.
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- 13. All medical records and other documents pertaining to the APE and doctor-patient transactions are considered as confidential information and proprietary to the MinSCAT – BC. In no case will the Contractor or its medical personnel disclose any confidential information to any party without the written approval of the authorized representative of MinSCAT – BC on the following conditions: when required by law, for purposes of evaluating an employee’s suitability to work on account of medical reasons, or as requested by the concerned personnel.

- 14. As integral part of this contract, the Contractor warrants that he/she, or its officials or representatives has/have not given or promised to give any money or gift, to any personnel/official of MinSCAT – BC to influence the decision regarding the awarding of this contract nor has the Contractor or representative extended or utilized any lawful influence to solicit or secure this contract through an agreement to pay a commission, percentage or contingent fee. The Contractor agrees that breach of this warranty shall be sufficient ground for MinSCAT – BC to terminate or cancel the contract, or empower to deduct, at its discretion such commission, percentage, brokerage or contingent fees from the contract price without prejudice to any other person’s civil or criminal liability under the Anti-Graft Law and applicable laws.

CONFORME:

Name of Company : _____

Address : _____

Name of Authorized Representative : _____

Position : _____

Signature : _____