



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Tanggapang Pampanguluhan sa Operasyong Pangkomunikasyon
Malacañang, Manila

PURCHASE REQUEST PROCEDURAL CHECKLIST

Purchase Request No.: 2020 - 07 - 0417

Procedures	Unit-in-Charge	Remarks	Signed/Date
Provide the necessary details in the description. (Technical Specifications / Scope of Work) in the Purchase Request	End-User		
Conduct a Market Study at least three (3) suppliers and set the approval Budget for the Contract (ABC)			
Secure the approval / signature of the bureau/service/office (BSO) Head, and of the signature of the Budget Chief			
Receive complete Purchase Request and Prepare BAC Resolution A (Mode of Procurement)	BAC Secretariat		
For counter-signature of the BAC-SEC Head	End-User		
Secure the approval/signature of the BAC II Members			
For counter-signature of the BAC-SEC Head and transmitted to the duly authorized official of the Head of Procuring Entity (HOPE) for approval/signature			
Prepare Request for Quotations	BAC Secretariat		
Post on the PhilGEPS website, PCOO website, and PCOO Bulletin Board (for PRs with an ABC exceeding ₱50,000.00)			
Send RFQs to suppliers			
Prepare of Abstract of Quotations			
Prepare BAC Resolution B (Recommending Award)	End-User		
Secure the approval/signature of the BAC-II Members			
For counter-signature of the BAC-SEC Head and transmitted to the duly authorized official of the Head of Procuring Entity (HOPE) for approval/signature			
Prepare Purchase Order (PO) and secure the signature of the Head of Procuring Entity (HOPE)	BAC Secretariat		
Secure the signature of the supplier or winning bidder; and submit to Property Division to receive the goods and/or services	End-User		
Furnish BAC-SEC a copy of the Purchase Order and all documents attached thereto, and transmit the original copy of the same to the Budget and Accounting Divisions for processing of payment			
Communicate with the supplier for the payment of goods and/o services received or rendered			
END OF PROCESS			



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Tanggapang Pampanguluhan sa Operasyong Pangkomunikasyon
Malacañang, Manila

MEMORANDUM

Date: 22 July 2020

For : **BIDS AND AWARDS COMMITTEE (BAC) II**

Thru : **BAC SECRETARIAT**

Subject : **COMPARATIVE MARKET PRICE ANALYSIS FOR:**

Purchase of Covid-19 Swab Testing kit for Pcto Personnel

Please be informed that undersigned end-user unit conducted a comparative market price analysis for the captioned procurement project, which yielded the following results:

	Supplier 1	Supplier 2	Supplier 3
Name of Supplier	Health Hub Diagnostic Clinic	St. Luke's Medical Center	Detoxicare Molecular Diagnostic Laboratory
Contact Person	Frances Ann Pefianco	Randy Binasa	Mikie Sayson
Designation		Department Manager Marketing Division	Customer Relations Officer
Contact No.	09177107070	09985821443	09279892323
Email Address	francesann-pefianco@yahoo.com	rfbinasa@stlukes.com.ph	info@molecularlabph.com
Price	Php 5,000.00/each Php 900,000.00	Php 4,300.00/each Php 774,000.00	Php 4,000.00/each Php 720,000.00

Thus, on the basis of the foregoing, the end-user unit respectfully recommends that Php 900,000.00 be the Approved Budget for the Contract (ABC) of the project. Please see attached quotations from the suppliers for your reference.

KATHERINE FE K. MANALO
Signature over Printed Name
End-User Unit Representative



PURCHASE REQUEST

Entity Name: Presidential Communications Operations Office

Fund Cluster: 01

Office/Section: HRMDS

PR No. 2020-07-0417

Date : 22 July 2020

Responsibility Center Code: _____[illegible]

Purpose: Purchase of Covid-19 Swab Testing Kit for PCOO Personnel

	Requested By:
Signature :	(ORIGINAL SIGNED)
Printed Name :	JANETTE P. CANLAS
Designation :	Administrative Assistant III

Approved By:
(ORIGINAL SIGNED)
KATHERINE FE K. MANALO
Head of Unit

Certification as to Availability of Funds (CAF)
as of (date):

Signature _____ **(ORIGINAL SIGNED)**
MA. ALMA A. FRANCISCO
Chief Administrative Officer (Budget Officer V)

(ORIGINAL SIGNED)
MA. TERESA L. UBAS
Chief, Accounting Division

23 JULY 2020

Secondary Contacts (batch 2)

1 Llanos, Macky
2 Jesuitas, Jimbo
3 Barcenas, Nelson
4 Bravo, Bonidacio
5 Gimeni, Rogelio
6 Engr. Don Du
7 Villareal, Ricardo
8 Acosta, Dèo
9 Andres, Jeffrey
10 Manabat, Roland
11 Cuilao, Jay Anthony
12 Soriano, Gaudencio
13 Abay, Frederick
14 Ulangca, Kelvin Mar
15 Britanico, Dophine Michelle
16 San Juan, Johndale
17 Atty. Marvin Gatpayat
18 Legaspi, Jamie
19 Marquez, Maya
20 Atty. Mark Villareal
21 Robles, Gabriel
22 Quinol, Vic
23 Arao, Edwin
24 Sucgang, Clarisse
25 Labos, Rogelio
26 Apacible, George
27 Palattao, Jener
28 Eugene, Earle
29 Morales, Porferio
30 Cuyahon, Danielle Mara
31 Parel, Zane Ann
32 Quiambao, Jacqueline
33 Obiena, Mary Grace
34 Revilla, Frederick
35 Javines, Joy
36 Bañaga, Vishel
37 Barraca, Juanito
38 Soriano, John Jafet
39 Odrunia, John Rose
40 Savellano, Paolo
41 Cabalonga, Cindy
42 Nodora, Leah
43 Dimaapi, Catherine Joy
44 Legaspi, Ellenette
45 Alvero, Emmanuel
46 Zapata, Manuel III
47 Baula, Gerald
48 Manzano, Ronald

49 Villacarlos, Adrian
50 Carluen, Jayson
51 Aguinaldo, Rolly
52 Tirante, Lexus
53 Arcena, Jusan Vincent
54 Manlapig, Ar-Jen
55 Penuela, Lance
56 Estanislao, Jesusa
57 Ramos, Raquel
58 Reblando, Noel
59 Tecson, Bhenhor
60 Carreon, Jeff
61 Bonifacio, Raffonzyl
62 Fausto, Zendric Jay
63 Cariaga, Benjamin Franklin
64 De Guzman, Marion
65 Bonode, Shem
66 Tubayan, Elijah
67 Maño, Carl
68 Lugares, Theresa
69 Aguila, Rodette
70 Joble, Luigi
71 Colocar, Hillary
72 Martin, Angelo Paolo
73 Gandia, Shimei
74 Perante, Suzanne June G.
75 Antaran, Julius K.
76 Austria, Joshua B.
77 Ricohermoso, Robin E.
78 Averion, Mary Edralyn F.
79 Macalib-og, Gynebong G.
80 Sicalbo, Aaron R.
81 Beltran, Vinci A.
82 Villanueva, Winalourd P.
83 Duallo, Shella S.
84 Exconde, Sean Gabriel C.
85 Nervez, Riggs Henner P.
86 Guevarra, Nikki B.
87 Dablo, Alissa Mae S.
88 Bailon, Beatriz Selah Q.
89 Mendoza, Jennifer S.
90 Abarquez, Maica Anne E.
91 Duguran, Maureen L.
92 Namuco, Alleine Nicole S.
93 Andanar, Jose Ruperto Martin M.
94 Asuncion, Wenilyn M.
95 Amurao, Miguel Edgardo J.
96 Cy, Rhea Kristine J.

97 Ocampo, Glenn Albert M.
98 Tobias, Raquel
99 Robles, Cenon
100 Fabella, Journal L.
101 Cu, Paul Michael P.
102 Bernos, Lino Rafael F.
103 Herras, Roberto S.
104 Rafol, Sandy V.
105 Sinfuego, Martin Luther C.
106 Zaragoza, Brenda V.
107 Almario, Ma. Lourdes G.
108 Pioquid, Christopher A.
109 Ocampo, Bryan G.
110 Tundagui, Yvonne
111 Eubank, Mark Wayne E.
112 Aguilar, Ardinn Ian S.
113 Abando, Toni Mae J.
114 Hipolito, Louie Oliver R.
115 Olave, Retchelle Cleo S.
116 Martinez, Nellyn
117 Mamauag, Jose Miguel
118 Teodoro, Noli G.
119 Glago, Ace
120 Salarosan, Rolando

NOTE: 121 to 180 slots will be allotted for PCOO personnel who will have subsequent exposure to an employee confirmed with Covid-19 (60 slots)



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Tanggapanang Pampanguluhan sa Operasyong Pangkomunikasyon
Malacanang, Manila

13-Jul-20

Date

REQUEST FOR PRICE QUOTATION

Company

HEALTH HUB CLINIC MAKATI

Address: **1 HERCULES ST. COR MAKATI AVE., BEL-AIR, MAKATI CITY**

Mobile No. **9177107070**

Fax No. **N/A**

Email Add: **healthhubclinicmakati@gmail.com**

UNIT	ITEMS/DESCRIPTION	Qty.	Unit Price	Total Cost
LOT	SUPPLY, DELIVERY AND SERVICE	1		
	COVID-19 Swab Testing for PCOO Personnel (minimum of 200 pax)		₱5,000.00	₱1,000,000.00
	Technical Specs for Testing Kits:			
	(see attached file)			
	Terms:	Health Hub Clinic serves as a collection facility with trained personnel to conduct swabbing. All swabs are processed at Safeguard DNA Diagnostics Inc. at Mandaluyong City		
	*Supply and delivery of Swab Testing Kits			
	*Testing Kits must be FDA approved			
	*Conduct of the actual test to PCOO Main Office			
	*Testing Laboratory must be DOH authorized to conduct swab testing			
	*Supplier/Service Provider must be PhilGEPS registered			
	*Provide test result and assessment			
	Payment method:			
	*Send billing arrangement after release of result per batch	✓	A Statement of Account (SOA) will be sent upon completion.	
	*For additional personnel/employees for swab testing: Send bill arrangement	✓		
	*****Nothing Follows*****			
TOTAL:			₱1,000,000.00	

Quoted by:

Rowena B. Lingcong, RMT
Head, Laboratory Department
(Name & Designation)

Canvassed by:

JANETTE P. CANLAS
Administrative Assistant III

Remarks:

Randy F. Bihasa

1:39 PM (2
hours ago)

to me, Cherry, Angelica, Ryan, Mary, TROY

Dear Kat,

Thank you for your email. Upon checking with your attachment the rate indicated there is 6,500 and that is intended for the onsite RT-PCT Test since you opted to do the swabbing here in our facility we offered it at only 4,300. Kindly revised accordingly.

Should you have any further questions or concerns please don't hesitate to contact me

Thank you
Randy

Randy F. Bihasa

Department Manager

New Business - International Marketing

Marketing Division - St. Luke's Medical Center

M: (0998) 5821443 | T: 723-0101 local 4211

Note: Our patient's privacy is of utmost importance to us. Please bear in mind when sending confidential information that the security of your public domain email as a method of communication cannot be guaranteed. Furthermore, this email and/ or any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. Kindly notify us if you have received this email in error. If you are not the named recipient, please do not disseminate, distribute or copy this e-mail

Randy F. Bihasa

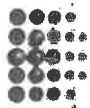
3:26 PM (42
minutes ago)

to me, Cherry, Angelica, Ryan, Mary, TROY

Hi, All.

Please see attached file for your reference.

Thank you
Randy



DeToxicare
Philippines, Inc.

MOLECULAR DIAGNOSTICS LABORATORY

2nd Floor, Highpointe Medical Hub, #241 Shaw Blvd, Mandaluyong City

Tel nos. (02) 8-897-6994

July 17, 2020

JOHN JAFET A. SORIANO

Administrative Assistant 1

PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE

Dear Mr. John,

Good day!

Molecular Diagnostics Laboratory, located at Highpointe Medical Hub, Shaw Blvd, Mandaluyong City, is the first of its kind to offer specialized laboratory testing dedicated to molecular diagnostics. It offers cost-effective diagnostic services without compromising the quality of results by utilizing the latest advancement in medical technology.

Molecular Diagnostics Laboratory has been certified by the Department of Health as an independent facility to test COVID-19 (SARS-CoV-2) by Realtime PCR

Please find below our laboratory service proposal for your perusal:

SCOPE

- Test service: RT-PCR Testing for COVID-19

Laboratory test reports by mail and/or internet/electronic transmission as agreed by the Molecular Diagnostics Laboratory and Presidential Communications Operations Office including reporting to DOH-Epidemiology Bureau, if applicable, based on R.A. 11332 "Law on Reporting Communicable Diseases" The client warrants that it is authorized by the patient to receive on their behalf the results of their test pursuant to the Data Privacy Act of 2012.

COST

Cost per test: Php 5,600.00

Discounted Cost per test: Php 4,000.00

**Considered sold once Swab Kit is issued.*

EXCLUSION

- Sample collection or swabbing
- Cost of repeat collection due to rejected sample
- Sample pick up

ADD-ON OPTION

SPECIMEN COLLECTION/SWABBING



Detoxicare
Philippines, Inc.

MOLECULAR DIAGNOSTICS LABORATORY

2nd Floor, Highpoint Medical Hub, #241 Shaw Blvd. Mandaluyong City

Tel nos. (02) 8-897-6994

COST

Cost per person: Php 980.00

- Discounted Cost per person 11-24 pax: Php 280.00
- Discounted Cost per person 25 pax and above: Php 160.00

INCLUSION

- Swabbing by trained nurse/medical technologist (half-day shift or 5 hours) – date of swabbing must be confirmed at least 1 week prior to the activity
- PPE for the nurse/medical technologist is provided
 - Hazmat
 - Gloves
 - N95 mask
 - Goggles/face shield

EXCLUSION

- Swabbing area to be provided by the client
- Transportation fee outside Metro Manila

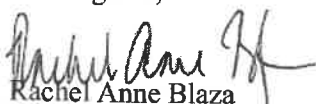
TERMS OF PAYMENT

- 50% Down payment upon confirmation of specimen collection date
- 50% full payment after specimen collection activity
- Cancellation fee: Php 1,000 per person will be deducted from the down payment in case of cancellation within 24 hours prior to the schedule.

If you agree with the proposal above, please sign on the conforme portion below.

Thank you.

Best regards,


Rachel Anne Blaza

National Sales and Marketing Manager

Noted by:


Nicanor R. Bervabe

Executive Vice President

CONFORME:

JOHN JAFET A. SORIANO

Administrative Assistant 1

PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE