



May 19, 2025

## REQUEST FOR QUOTATIONS

The Philippine Council for Health Research and Development (PCHRD), through its Bids and Awards Committee (BAC), requests PhilGEPS registered suppliers to submit **quotations for the Supply, Delivery and Administration of Quadrivalent Influenza Vaccines for PCHRD Personnel with a total approved budget for the contract (ABC) in the amount of One Hundred Fourteen Thousand Seven Hundred Fifty Pesos (P 114,750.00).**

- **Supply, Delivery and Administration of Quadrivalent Influenza Vaccines for PCHRD Personnel**
  - Quantity: 153 Vials
  - **Outputs and Deliverables:**
    - **Please see attached Terms of Reference (TOR)**

Qualified bidders should submit their quotations to the address below **on or before May 26, 2025 (Monday), 10:00 AM**. Failure to strictly comply with the deadline and general conditions shall automatically disqualify the bidder/s from the bidding process. Winning bidder will be required to submit additional requirements as stipulated in the IRR of RA 9184.

PCHRD reserves the right to reject any or all quotations, to waive formality therein and to accept offers that may be considered most advantageous to the government.

For further information, please refer to:

**Mr. Cirio D. Pangan Jr.**

Secretariat, Bids and Awards Committee  
Philippine Council for Health Research and Development  
PCHRD Saliksik Building, Sikap Street,  
DOST Main Compound, Gen. Santos Ave., Bicutan, Taguig City  
Email: [procurement@pchrd.dost.gov.ph](mailto:procurement@pchrd.dost.gov.ph)  
Tel. No.: 8837-2931 loc. 506

(sgd.)  
**MARIA VIOLETA G. INTIA**  
Chair, BAC

## TERMS OF REFERENCE

### Supply, Delivery and Administration of Quadrivalent Influenza Vaccines for PCHRD Personnel for CY 2025

#### I. Objectives

- To provide influenza vaccines to PCHRD Employees, S&T Fellows, Assistant Scientists, and Security Guard Personnel in line with DOST-PCHRD's Program on Healthy Lifestyle.
- To reduce absences due to sickness and prevent flu-related illnesses, medical visits, and hospitalizations among PCHRD personnel.
- To improve the overall health of employees and increase immunity against influenza.

#### II. Specifications

##### *Product: Quadrivalent Influenza Vaccine*

- *Single-dose, pre-filled syringe with needle*
- *FDA-registered*
- *Covers two influenza A strains and two influenza B strains, per WHO recommendations for 2025*
- *Recommended for adult use*
- *Expiry date not earlier than December 2025*

#### III. Deliverables

1. The supplier shall deliver **153 doses of Quadrivalent Influenza Vaccine** to PCHRD, in accordance with the specifications.
2. The supplier shall ensure that the cold chain is strictly maintained throughout transportation, delivery, and administration.
3. The supplier shall deliver the vaccines and administer them on-site at PCHRD, Saliksik Building, Sikap st. DOST Compound, Bicutan, Taguig City.
4. The supplier shall be in charge of the transportation of its medical team during the activity and shall coordinate the delivery and administration of the vaccines to PCHRD.
5. The medical team shall have the following responsibilities:
  - a. Ensure proper handling and administration of vaccines
  - b. Attend to the queries regarding vaccine precautions and contraindications
  - c. Ensure proper disposal of used medical supplies and paraphernalia.
  - d. Monitor and manage any adverse reactions and submit an incident report if needed.

e. The supplier shall provide all necessary items for vaccine administration, including:

- a. Screening Forms
- b. Vaccine Cards
- c. Cotton Balls
- d. Band Aids
- e. Sharp Bins
- f. Alcohol
- g. Garbage Bins and Bags


#### **IV. Duration**

The delivery and administration of vaccines shall be conducted maximum of two (2) days in June 2025, on dates to be finalized in coordination with PCHRD.


#### **V. Cost**

The Approved Budget of the Contract is **One Hundred Fourteen Thousand Seven Hundred Fifty (Php 114,750)** for **153 doses of Quadrivalent Influenza Vaccine**, inclusive of medical services, supplies, and all applicable taxes and charges.


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**Approved by:**

  
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Executive Director III