



Funding the Republic

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG INGATANG-YAMAN
(BUREAU OF THE TREASURY)
Intramuros, Manila

TERMS OF REFERENCE

I. PROJECT TITLE

2023 Flu Vaccination Program for the Bureau of Treasury Officials and Employees.

II. BACKGROUND

Influenza (flu) is an acute respiratory illness caused by influenza viruses that infect the nose, throat, and lungs. People who have flu often feel some or all these symptoms: runny or stuffy nose, cough, sore throat, fever, headache, fatigue (tiredness), and muscle or body aches.

Anyone can get sick with flu, even healthy people. Serious complications related to flu can happen to anyone at any age. These complications can be life-threatening and result in death. Getting an influenza vaccine is the best way to prevent flu and its complications.

Because flu and COVID-19 have many symptoms in common, it can be hard to diagnose which condition you have based on your symptoms alone, and it is possible to have flu and COVID-19 at the same time. Flu and COVID-19 coinfections may worsen the symptoms and increase the risk of serious complications and death.

III. APPROVED BUDGET FOR THE CONTRACT

An estimated cost of Eight Hundred Fifty Pesos (Php 850.00) per vial of pre-filled influenza quadrivalent vaccine, or a total of Two Hundred Forty-Eight Thousand Two Hundred Pesos (Php. 248,200.00), shall be incurred in the administration of the vaccine.

IV. DELIVERY PERIOD

Service Provider must deliver the goods and services within fifteen (15) calendar days from receipt of Notice to Proceed.

V. TECHNICAL SPECIFICATIONS

A. Number of pax:

A total of Two Hundred Ninety -Two (292) officials and employees from the Central NCR regional office.

B. Technical Specifications:

Flu Vaccine (QUADRIVALENT)

1. Inactivated Split Influenza Virus Vaccine (2023 Strain)
2. Pre – Filled syringe

C. Minimum Vendor Requirements:

1. The service provider shall conduct the necessary assessment and screening of each employee/official to receive the vaccine shot. A brief orientation on the process and effects of the vaccination shall be conducted for each patient.
2. Waiver will also be executed between the employee or official to receive the vaccine shot and the service provider. The Bureau maintains its authority to assure the fairness and lawfulness of the provisions in the waiver, in order to protect its employees and officials.
3. Cold Chain Storage during delivery must be maintained
4. Vaccinators will be provided by the supplier. They must be licensed nurses and should be under the supervision of a physician.
5. Supplier must submit photocopies of the PRC Licenses of their vaccinators and physician.
6. Supplier must submit their FDA License to operate certificate.
7. All vaccines should have Certificates of Product Registration from the FDA
8. Expiration dates of vaccine must be at least two (1) years from the delivery date.
9. Supplier must provide individual immunization record card for each employee.
10. All materials, medical supplies (alcohol, cotton balls, syringe, etc.) and other necessary paraphernalia for the vaccination program shall be provided by the supplier.
11. Supplier is responsible for the disposal of all used materials and articles especially the needles and syringes.
12. Provider should submit a Vaccination Report based on the requirements of the BTr Medical/Dental Clinic.
13. After the implementation of the vaccination, the service provider shall conduct monitoring for any adverse events following immunization.

VI. PAYMENT SCHEDULE

Payment must be made by BTr upon its acceptance of the complete services and within Thirty (30) days upon acceptance of the receipt of Invoice Receipt.

VII. OTHER REQUIREMENTS

Other requirements specified in the bidding documents.

VIII. NON- GRAFT CLAUSE

The service provider warrants that it has not given nor promised to give any money or gift to any officer or employee of the BTr, or any member of its procuring unit or end user to secure this Contract.

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Approved by:

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