



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

2024 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 of these symptoms: runny or stuffy nose, cough, sore throat, fever, headache, fatigue (tiredness), and muscle or body aches.

The primary objective of this program is to minimize the substantial health risk that flu poses to BTr personnel. An acute respiratory infection caused by influenza viruses is frequently referred to as influenza, or the common cold. Some of its symptoms include a runny or stuffy nose, cough, sore throat, fever, headache, exhaustion, and body or muscular discomfort.

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, totaling **TWO HUNDRED THIRTY-ONE THOUSAND AND TWO HUNDRED PESOS (PHP 231,200.00)**, shall be incurred in the administration of the vaccines.

IV. DELIVERY PERIOD

The 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:

Two hundred seventy-two (272) officials and employees from the Central NCR regional office.

B. Technical Specifications:

Flu Vaccine (QUADRIVALENT)

1. Inactivated Split Influenza Virus Vaccine (2024 Strain)

2. Pre – Filled syringe

C. Minimum Vendor Requirements:

1. A brief orientation on the process and effects of the vaccination shall be conducted for all BTr officials and employees.
2. The service provider shall conduct the necessary assessment and screening of each official/employee to receive the vaccine shot.
2. A 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, to protect its employees and officials.
3. Cold Chain Storage must be maintained during delivery.
4. Vaccinators will be provided by the supplier, must be licensed nurses and should operate under the supervision of a physician.
5. The supplier must submit photocopies of the Professional Regulation Commission (PRC) licenses of their vaccinators and physicians.
6. The supplier must submit their Food and Drug Administration (FDA) License to Operate Certificate.
7. All vaccines should possess Certificates of Product Registration from the FDA.
8. The expiration dates of the vaccines must be at least six (6) months from the delivery date.
9. The supplier must provide an individual immunization record card for each employee.
10. All materials, medical supplies (such as alcohol, cotton balls, syringes, etc.) and other necessary paraphernalia for the vaccination program shall be provided by the supplier.
11. The supplier is responsible for the disposal of all used materials and articles especially the needles and syringes.
12. The 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 the immunization.

VI. PAYMENT SCHEDULE

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

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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