

Republic of the Philippines
Department of Trade and Industry
CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd. Cor. Gil Puyat Ave., Pasay City

Solicitation No.: CITEM-2020-0001

**REQUEST FOR QUOTATION
(SMALL VALUE PROCUREMENT)**

The Center for International Trade Expositions and Missions (CITEM) invites all interested parties to submit quotation for:

**HIRING OF OCCUPATIONAL HEALTH PHYSICIAN FOR
JANUARY TO DECEMBER 2020**

Please see attached Terms of Reference for more details.

Approved Budget	: PHP 28,000.00 per month or PHP 336,000.00
Deadline of Submission of Bid	: 04 December 2019, 5:00PM
Opening of Bid	: 05 December 2019, 2:00 PM

The Notice of Award shall only be issued to the lowest calculated bidder who has complied with the following documentary requirements below enclosed on a sealed and properly labeled envelope:

Eligibility Documents (1st Envelope)

1. Mayor's/Business Permit for the current year or for individuals, BIR Certificate of Registration
2. Valid PhilGEPS Registration Number (evidenced by a certificate or screen shot)

PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.

3. Notarized Omnibus Sworn Statement
4. Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable

Financial Bid (2nd Envelope)

- Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative. Bids shall be valid for 120 calendar days from the date of the opening of bids.

Qualitative Evaluation Documents (3rd Envelope)

- Professional License / Updated Curriculum Vitae

Kindly submit these documents to the BAC Secretariat, CITEM, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City on the above stated date and time.

A payment of non-refundable fee of Two Hundred Pesos (Php 200.00) may also be paid at the CITEM Cashier Office for the bidding documents.

CITEM-BAC reserves the right to reject any or all bids disadvantageous to, waive any formality or accept such bids as may be considered advantageous to the government. Further, CITEM-BAC assumes no obligation whatsoever to compensate or indemnify the bidders for expenses or losses that may be incurred in participating in this bidding.

For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. 8312201 local 309/294 or e-mail at citembac@citem.com.ph.


ATTY. ANNA GRACE I. MARPURI
Chairman, Bids and Awards Committee



REQUEST FOR QUOTATION

- Shopping with ABC of Php 50,001 and above Small Value Procurement with ABC of Php 50,001 and above
 Lease of Real Property and Venue Others : _____

Company Name: _____
 Address: _____
 Contact No.: _____

Date: 27-Nov-19
 RFQ No: 2020-0001

Gentlemen:

Please quote hereunder your lowest possible price(s) for the following article(s)/work(s) which are urgently needed by this office. It is requested that the quotation be sealed, signed and stamped in an envelope and submitted to CITEM BAC.


Schedule of Pre-Bid Conference: <u>N/A</u>	Time: <u>N/A</u>	Venue: <u>N/A</u>
Schedule of Opening of Bids: <u>05 December 2019</u>	Time: <u>2:00PM</u>	Venue: <u>Meeting Room 1</u>

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		HIRING OF SERVICE PROVIDER / CONSULTANT AS OCCUPATIONAL HEALTH PHYSICIAN FOR CY 2020		
		Duration: January to December 2020		
		Rate : PHP 28,000.00 per month		
		<i>Please see attached Terms of Reference for more details.</i>		
		Approved Budget : <u>PHP 336,000.00</u>		
		Deadline of Submission of Eligibility Documents & Financial Bid :		
		: <u>04 December 2019, 05:00PM</u>		

Terms and Condition:

- 1.) Delivery period: _____ working days upon acceptance of Purchase/Job Order.
- 2.) Bid price must be **Inclusive of Value Added Tax**.
- 3.) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
- 4.) Any alterations, erasures or overwritings shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.
- 5.) Required documents, if any, must be submitted within 3 Days after receipt of notice.

The CITEM-BAC reserves the right to reject any or all bids offer and waive any defects therein and accept bid/s it may consider advantageous to the government.


ATTY. ANNA GRACE I. MARPURI
 BAC Chairman

TO: CITEM Bids and Awards Committee:

Per your request, I/we have indicated the prices of the above mentioned article(s)/work(s) on the unit price/amount column above. I/We also certify that we have read, understood and shall conform with the terms and conditions of this requirement.

 Date Submitted

 Signature over printed name of the Authorized Company Representative
 Designation: _____
 Telephone no.(s) _____
 E-mail: _____

TERMS OF REFERENCE

Hiring of Service Provider/Consultant
as Occupational Health Physician
for C.Y. 2020

I. BACKGROUND

As part of CITEM's Health and Wellness Programs, CITEM would like to hire the services of the Occupational Health Physician to ensure the health and well-being of CITEM employees.

II. OBJECTIVE

To hire on Retainer basis a Service Provider/Consultant for CY 2020 who is an Occupational Health Physician that will assist in implementing a health and wellness program for CITEM Employees such as but not limited to providing medical consultancy services and promotion of health and safety in the workplace.

III. QUALIFICATIONS OF THE SERVICE PROVIDER

Education: Graduate of Doctor of Medicine (preferably with Master's in occupational health)

Work Experience: At least Three (3) years of work experience in handling occupational health and corporate medical needs

Experience in the government setting is a plus

Point System: (HRMD as TWG of BAC)

Education	30% Master's in Occupational Health 20% Doctor of Medicine
Work Experience	40% 5+ years of work experience as Occupational Health Physician 30% 2 yrs. & 1 mo. – 5 years of work experience as Occupational Health Physician 20% Less than 2 years of work experience as Occupational Health Physician
Work Experience	20% 2+ years of work experience as General Medical Practitioner 10% Less than 1 year of work experience as General Medical Practitioner
Premium Points	5% With experience in the government setting
Premium Points	5% With at least 48 units (hours) of Occupational Health Training
Total: 100%	Passing Score: 80%

IV. DELIVERABLE AND TIMETABLE

The Service Provider/Consultant as Occupational Health Physician shall be present in CITEM or at the venue of the fair (during fair proper) on the agreed schedule for a completion of eight (8) hours per week.

V. TERMS OF PAYMENT

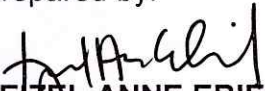
Payment of Professional Service Fee is not to exceed the amount of Twenty-Eight Thousand Pesos (₱28,000.00) inclusive of all applicable taxes. Processing of payment of services rendered is scheduled every 30th of the month.

VI. CONTRACT PERIOD

Contract of Services will take effect after the awarding of the Bids and Awards Committee until 31 December 2020 or unless sooner revoked by CITEM.

Expenses shall be charged to CITEM HR PPMP 2020.

Prepared by:


LEZEL ANNE EBIEL
HRMO III

Reviewed by:


FLORENCE PEARL M. BUENSALIDO
Chief, HRMD

Recommending Approval:


ATTY. ANNA GRACE I. MARPURI
OIC-DM, CS Department

Approved by:


PAULINA SUACO-JUAN
Executive Director

