

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-2020-0120

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

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

**HIRING OF HEALTH SERVICE PROVIDER TO CONDUCT THE RT-PCR TESTING FOR CITEM EMPLOYEES**

*(Please see attached Terms of Reference for more details.)*

Approved Budget	:	<b>PHP 495,000.00</b>
Pre-Bid Conference	:	<b>14 October 2020, Tuesday, 02:00PM</b>
Deadline of Submission of Eligibility Documents and Financial Bid	:	<b>19 October 2020, Monday, 05:00PM</b>
Opening of Bids	:	<b>20 October 2020, Tuesday, 02:00PM</b>

Conduct of *Pre-Bid Conference and Opening of Bids* shall be held virtually thru Microsoft Teams or Zoom and shall be open to all prospective bidders. The BAC Secretariat may be reached through email at [citembac@citem.com.ph](mailto:citembac@citem.com.ph) for request of these links.

The *Notice of Award* shall only be issued to the lowest calculated bidder who has complied with the following documentary requirements below, submitted in an enclosed, sealed and properly labeled envelope or compressed folder:

*Eligibility Documents (1st Envelope / Compressed Folder)*

**1. Mayor's Permit for the current year or for individuals, BIR Certificate of Registration**

*Expired Mayor's permit with Official Receipt of renewal application shall be accepted as alternate documentary document during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020. However, a valid Business or Mayors permit must be submitted after award of contract but before payment.*

**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**

*Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract before payment shall be accepted as alternate documentary requirement during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020.*

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

*Unnotarized Special Power of Attorney or Unnotarized Secretary's Certificate or Board/Partnership Resolution are likewise accepted in accordance with ARTA Advisory No. 01 series of 2020 on the Advisory for the Adoption of Fast-Track Measures during the COVID-19 State of Calamity.*

*Financial Bid (2nd Envelope / Compressed Folder)*

- **Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative.**

Bidders shall submit these documents, on the above stated date and time, either on the following:

- a. Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- b. As highly encouraged, submission to the BAC Secretariat through online at [citembac@citem.com.ph](mailto:citembac@citem.com.ph). A password protection maybe inflicted in the compressed folders to ensure security of the documents. The password for the must be disclosed an hour before the date and time of the Opening of Bids indicated above.

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. (02) 8-831-2201 local 309/294 or email at [citembac@citem.com.ph](mailto: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: 8-Oct-2020  
 RFQ No: 2020-0120

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 submitted to CITEM BAC or in a compressed folder submitted at [citembac@citem.com.ph](mailto:citembac@citem.com.ph).

Schedule of Pre-Bid Conference: 14 October 2020 Time: 2:00PM Venue: Microsoft Teams / Zoom  
 Schedule of Opening of Bids: 20 October 2020 Time: 2:00PM Venue: Microsoft Teams / Zoom

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		<b>HIRING OF HEALTH SERVICE PROVIDER TO CONDUCT THE RT-PCR TESTING FOR CITEM EMPLOYEES</b>		
		<i>Please see attached Terms of Reference for more details.</i>		
		<b>APPROVED BUDGET FOR THE CONTRACT : <u>PHP 495,000.00</u></b>		
		<b>DEADLINE FOR SUBMISSION OF ELIGIBILITY DOCUMENTS, AND FINANCIAL BID</b>		
		<b><u>: 19 October 2020, Monday, 05:00PM</u></b>		

**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

### Health Service Provider to conduct the RT-PCR Testing to CITEM Employees

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#### I. Rationale

With the increasing number of cases and deaths in various countries, the World Health Organization declared Coronavirus disease 2019 (COVID-19) as a pandemic last March 11, 2020. To this date, there are 311,694 confirmed COVID-19 cases in the Philippines and continuously increasing each day. Based on gathered data on regular health monitoring from CITEM's declaration form, there is an average of five (5) employees who are exhibiting symptoms per month.

In response to this pandemic and as part of CITEM's health and safety measure for the employees, we are proposing the procurement of RT-PCR (real time polymerase chain reaction ) Test Health Service Provider following the **Amendment to DOH DM 2020-0258 entitled Updated Interim Guidelines on Expanded Testing for COVID-19.**

The RT-PCR Testing will be conducted for CITEM workforce following the general principle of risk-based approach and localized execution. These include (1) suspect cases and (2) individuals with relevant history travel and exposure (contact) whether symptomatic or asymptomatic.

The following reflects CITEM workforce at-risked individuals for possible RT-PCR testing:

- a. symptomatic skeleton workforce and with relevant history of travel and/or contact
- b. allied personnel including but not limited to drivers, security personnel, and housekeeping personnel that exhibit COVID-19 symptom like illness.

#### II. Objectives

- To contribute in the efforts of the Inter-Agency Task Force on Emerging Infectious Diseases (IATF-EID) National Action Plan to set forth the "Detect, Isolate, and Treat" strategies to mitigate, identify, contain and manage the disease;
- To ensure that CITEM remain COVID-free which would result to an effective and efficient service to the public; and
- To protect the health and safety of all CITEM employees.

#### III. Scope

To facilitate the conduct of the RT-PCR Testing, there is a need to accredit a Health Service Provider who can comply and deliver the following minimum responsibilities:

1. Facilitate the conduct of RT-PCR Testing for CITEM employees as recommended by CITEM Occupational Safety and Health Physician, at its respective health facility, clinic or hospital.
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2. The conduct and procedure of the RT-PCR testing must be compliant to the **DOH DM 2020-0258 and DOH DM 2020-0258-A**. The Health Service Provider must have a license from DOH to prove that they are eligible to conduct RT-PCR testing.
3. Must have the proper equipment (personal protective equipment etc.) to render the services needed.
4. Must be able to conduct RT-PCR testing services Monday to Friday 8:00 am to 5:00 pm; with available schedule on Saturday from 8:00am to 12:00pm.
5. Must be able to provide HRMD Head the result of the RT-PCR test in a confidential manner within 24 hours after the receiving RT-PCR test result.

**V. Schedule of Payment**

Breakdown of payment shall be as follows:

<b>Deliverables/Activities</b>	<b>Due Date</b>	<b>Means of Verification</b>	<b>Payment Term</b>
Conduct of RT-PCR Test	Upon CITEM's request	Employee's Individual Test Result	100%  <i>Note: Payment will be based on the actual number of employees tested</i>

**VI. Duration**

One (1) year from the date of Notice of Award of accredited Health Provider for the conduct of RT-PCR Testing.

**VII. Costing**

Particulars	Number/unit	Amount	Total Amount
RT-PCR Test for COVID-19	90	Php 5,500.00/rt-pcr test	<b>Php 495,000.00</b>


**VIII. Budget:**

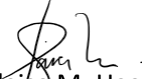
The budget for the procurement of Health Service Provider for RT –PCR Test is **Php 495,000.00**. Amount to be paid shall be based on actual number of employees tested.

**Prepared by:**

  
 Joanna Mae Lopez  
 HR Technical Staff

**Reviewed by:**

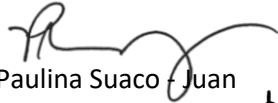

  
Florence Pearl M. Buensalido  
Chief, HRMD

  
Dr. Elaisa M. Haase  
CITEM Occupational Safety and Health Physician

**Recommending Approval:**

  
Atty. Anna Grace I. Marpuri  
OIC-DM, Corporate Services Department

**Approved by:**

  
Paulina Suaco - Juan  
Executive Director 

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