

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-2023-0001-EPA

**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 SERVICE PROVIDER / CONSULTANT AS OCCUPATIONAL HEALTH PHYSICIAN  
FOR C.Y. 2023**

*(Please see attached Request for Quotation Form and Term of Reference for more details.)*

Approved Budget for the Contract	: PHP36,000.00 per month or PHP432,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 12 December 2022, 05:00PM
Schedule of Opening of Eligibility Documents and Financial Bid:	: 13 December 2022, 02:00PM

Conduct of *Opening of Bids* shall be held virtually thru Microsoft Teams or Zoom and shall be open to all prospective bidders. Link of the Opening of Bids may be requested through the BAC Secretariat at [citembac@citem.com.ph](mailto:citembac@citem.com.ph).

The *Notice of Award* shall only be issued to the lowest calculated and responsive 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)*

- 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 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.*
- 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.*
- 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.*
- 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. Bids shall be valid for 120 calendar days from the date of the opening of bids.**

*Qualitative Evaluation Documents (3rd Envelope / Compressed Folder)*

- Professional License / Updated Curriculum Vitae**

To encourage the sanctity of the bids, bidders must submit these documents separately, on the above stated date and time, either on the following:

- Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- Online submission to the BAC Secretariat through email 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 must be disclosed on or before the date and time of the Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents as indicated above. Failure to disclose the password during the opening of bids may result to non-responsiveness of the bid.

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: 07 December 2022  
 RFQ No.: 2023-0001-EPA

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 or compressed folder and submitted to CITEM BAC / [citembac@citem.com.ph](mailto:citembac@citem.com.ph).

Deadline of Submission of Eligibility Documents and Financial Bid: <b>12 December 2022</b>	Time: <b>05:00PM</b>	
Schedule of Opening of Eligibility Documents and Financial Bid: <b>13 December 2022</b>	Time: <b>02:00PM</b>	Venue: <b>ZOOM</b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	Lot	<p><b>HIRING OF SERVICE PROVIDER/CONSULTANT AS OCCUPATIONAL HEALTH PHYSICIAN FOR C.Y. 2023</b></p> <p><i>(Please see attached Term of Reference for more details)</i></p> <p>APPROVED BUDGET FOR THE CONTRACT:  <u>PHP 36,000.00 PER MONTH OR PHP 432,000.00</u></p> <p>Reminder:</p> <ul style="list-style-type: none"> <li>Bids shall be valid for 120 calendar days from the date of the opening of bids.</li> </ul>		

**Terms and Conditions:**

- 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 overwriting 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).: \_\_\_\_\_  
 Email: \_\_\_\_\_

# TERMS OF REFERENCE

Hiring of Service Provider/Consultant  
as Occupational Health Physician  
for C.Y. 2023

## 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 2023 who is an Occupational Health Physician that will assist in implementing the following:

- 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.
- Health & safety of CITEM employees during the public health emergency
- Emergency health protocol and other on-call COVID19 Response.

## 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)*

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

## IV. DELIVERABLE AND TIMETABLE

- The Service Provider/Consultant as Occupational Health Physician shall be present in CITEM or at the event location (if necessary) on the agreed schedule for a completion of eight (8) hours per week.

- Under alternative work arrangement, the Occupational Health Physician shall schedule a completion of eight (8) hours per week of virtual clinic for teleconsultations. Must be willing to do on-call teleconsultations or COVID19 related meetings on emergency situations.

## V. TERMS OF PAYMENT

Payment of Professional Service Fee is not to exceed the amount of Thirty-Six Thousand Pesos (₱36,000.00) inclusive of all applicable taxes. Processing of payment of services rendered is scheduled every 30<sup>th</sup> of the month.

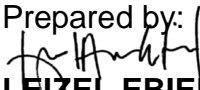
## VI. CONTRACT PERIOD

Contract of Services will take effect after the awarding of the Bids and Awards Committee until 31 December 2023 or unless sooner revoked by CITEM.

Expenses shall be charged to CITEM HR PPMP 2023.

## VII. POST QUALIFICATION

Qualified bidders shall undergo post-qualification using the attached form on Annex I. Passing score shall be 80 points or above.

Prepared by:  
  
**LEIZEL EBIEL**  
HRMO III

Reviewed by:  
  
**FLORENCE PEARL BUENSALIDO**  
Chief, HRMD

Recommending Approval:

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

Approved by:

  
Deputy Executive Director **MA. LOURDES D. MEDIRAN**  
OIC-Executive Director

**HIRING OF OCCUPATIONAL HEALTH PHYSICIAN**

Point System		Rating		
		Physician 1	Physician 2	Physician 3
<b>Education</b>	30 points	Masters in Occupational Health		
	20 points	Doctor of Medicine		
<b>Work Experience</b>	40 points	5+ years of work experience as Occupational Health Physician		
	30 points	2 years & 1 mo. to 5 years of work experience as Occupational Health Physician		
	20 points	Less than 2 years of work experience as Occupational Health Physician		
	20 points	2+ years of work experience as General Medical Practitioner		
	10 points	Less than 1 year of work experience as General Medical Practitioner		
<b>Premium Points</b>	5 points	With experience in the government setting		
<b>Premium Points</b>	5 points	With at least 48 units (hours) of Occupational Health Training		
<b>Total</b>				

Passing Score: 80%

\_\_\_\_\_  
TWG Member