

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-2025-0002-EPA-R1

**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 **Early Procurement Activity (EPA)** of:

**HIRING OF SERVICE PROVIDER /CONSULTANT AS OCCUPATIONAL HEALTH  
PHYSICIAN FOR CY 2025**

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

Approved Budget for the Contract	: <b>PHP540,000.00</b>
Deadline of Submission of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: <b>02 December 2024, 05:00PM</b>
Schedule of Opening of Eligibility Documents, Financial Bid and Qualitative Evaluation Documents	: <b>03 December 2024, 02:00PM</b>

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 link will be released on the actual day of the procurement activity.

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 exercising a profession, BIR Certificate of Registration**  
*Expired Mayor's permit with Official Receipt of renewal application shall be accepted provided that the renewed permit shall be submitted before the award of the contract.*
- 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.*
- Latest Income / Business Tax Return**
- Notarized Omnibus Sworn Statement**
- 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 / 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, extendible upon request of CITEM.**

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

- Curriculum Vitae**
- Any of the following:**
  - Certificate of Employment**
  - Contracts**
  - Certificate of Satisfactory Service rendered or any other documents showing work experience**

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



**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
 Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City  
 Tel.: (632) 8-831-2201 local 309/294 E-mail: [citembac@citem.com.ph](mailto:citembac@citem.com.ph)

CITEM.BAC.FR.009  
 REV 1



## 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: \_\_\_\_\_

Date: 28 November 2024  
 RFQ No.: 2025-0002-EPA-R1

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

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, Financial Bid, and Qualification Documents: <b>02 December 2024</b>	Time: <b>05:00PM</b>
Schedule of Opening of Eligibility Documents, Financial Bid, and Qualification Documents: <b>03 December 2024</b>	Time: <b>02:00PM</b> Venue: <b>Zoom</b>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	lot	<p align="center"><b>HIRING OF SERVICE PROVIDER /CONSULTANT AS OCCUPATIONAL HEALTH PHYSICIAN FOR CY 2025</b></p> <p align="center"><u>APPROVED BUDGET FOR THE CONTRACT: PHP 540,000.00</u></p> <p align="center">Date Needed / Delivery Date: <u>on or before 31 January 2025</u></p> <p align="center"><b><u>(Please see attached Terms of Reference for more details.)</u></b></p>		

**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.
- 6) This requirement is an Early Procurement Activity (EPA), the following rules shall apply:
  - Price escalation is generally not allowed. The Price is considered fixed price for the given scope of work as awarded;
  - Bid validity shall be 120 calendar days extendible upon request of CITEM;
  - Notice of Award shall ONLY be released upon approval and effectivity of GAA 2025 or the reenactment of the 2024 budget.

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. 2025

**I. BACKGROUND**

In compliance with the Civil Service Commission, Department of Health and Department of Labor and Employment Joint Memorandum Circular No. 1, series of 2020; and as part of CITEM's Health and Wellness Programs, CITEM would like to hire the services of the Occupational Health Physician to protect and promote the right to health and ensure the well-being of CITEM employees.

**II. OBJECTIVE**

To hire on Retainer basis a Service Provider/Consultant for CY 2025 who is an Occupational Health Physician that will undertake the following:

- Promotion of the overall health and well-being of employees such as but not limited to provide medical care, health screenings and monitoring for employees to detect any health problems that may affect their work performance or quality of life.
- Play a crucial role in developing and implementing workplace health and safety policies and procedures, especially during the public health emergency.
- Assistance and guidance to employees on how to maintain a healthy lifestyle both inside and outside workplace.
- Give recommendations on occupational and safety requirements during events or trade shows.

**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	Diploma
<b>Work Experience as Occupational Health Physician</b>	40% (5+) years of work experience as Occupational Health Physician 30% (2 yrs. & 1 mo.) to (5 years) of work experience as Occupational Health Physician 20% less than (2 years) of work experience as Occupational Health Physician	Curriculum Vitae (CV) and any of the following: (1) Certificate of Employment (2) Contracts (3) Certificate of Satisfactory Service rendered or any other documents showing work experience
<b>Work Experience as Medical Practitioner</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 Occupational Health Physician shall schedule a (1) completion of eight (8) hours per week of onsite consultation from Monday to Friday and (2) on-call teleconsultations for other health concerns, wellness meetings and other emergency situations.

Other deliverables for the contract period:

1. Medical reports for various purposes such as documenting the health status of an employee, providing recommendations for work adjustment, or evaluating the fitness for work, or fitness in relation to official travel abroad.
2. Health and safety policies for CITEM based on the results of workplace assessments, ergonomic practices, infection control measures, etc.
3. Health and Wellness Programs such as seminars/training sessions, wellness initiatives and health screenings.

#### V. TERMS OF PAYMENT

Payment of Professional Service Fee is not to exceed the amount of Forty Five Thousand Pesos (P45,000.00) 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 2025 or unless sooner revoked by CITEM.

Expenses shall be charged to CITEM HR PPMP 2025.

#### VII. POST QUALIFICATION

Qualified bidders shall undergo post-qualification using the attached form on Annex I. The contract shall be awarded to the lowest calculated and responsive bidder with at least 80 points or above.

Prepared by:

  
SARAH MHAE M. DIAZ  
HRMO II

Reviewed by:

  
FLORENCE PEARL BUENSALIDO  
Chief, HRMD

Recommending Approval:

  
ATTY. ANNA GRACE I. MARPURI  
DM III, Corporate Services Department

  
MA. LOURDES D. MEDIRAN  
Deputy Executive Director

Approved by:

  
LEAH PULIDO OCAMPO  
Executive Director



**ANNEX A**

**HIRING OF OCCUPATIONAL HEALTH PHYSICIAN  
CY 2025  
Summary of Rating**

Point System		Rating
<b>Education</b>	30% Masters 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	
	20% 2+ years of work experience as General Medical Practitioner	
<b>Premium Points</b>	5% With experience in the government setting	
	5% With at least 48 units (hours) of Occupational Health Training	
<b>Total</b>		

Passing Score: 80%

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