

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-2021-0004

**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 JANUARY 2021 TO DECEMBER 2021**  
*(Please see attached Request for Quotation Form for more details.)*

Approved Budget	: PHP 30,000 per month or PHP 360,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 21 December 2020, 12:00NN
Opening of Bids	: 22 December 2020, 10:00AM

Conduct of *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. 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**

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 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



**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)

## 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: 14 December 2020

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

RFQ No.: 2021-0004

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 and submitted to CITEM BAC.

Pre-bid Conference: <u>N/A</u>	Time: <u>N/A</u>	Venue: <u>N/A</u>
Schedule of Opening of Bids: <u>22 December 2020</u>	Time: <u>10:00AM</u>	Venue: <u>MICROSOFT TEAMS / ZOOM</u>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		<b>HIRING OF SERVICE PROVIDER / CONSULTANT AS OCCUPATIONAL HEALTH PHYSICIAN FOR CY 2021</b>  <i>Duration: January 2021 to December 2021</i>  <i>Please see attached Terms of Reference for more details.</i>		
.....  <b>REMINDER:</b> <ul style="list-style-type: none"> <li>Bids shall be valid for 120 calendar days from the date of the opening of bids.</li> <li>Approved Budget for the Contract: PHP 30,000 per month or PHP 360,000.00</li> <li>Deadline of Submission of Eligibility Documents and Financial Bid: <u>21 December 2020, 12:00NN</u></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. 2021

### 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 2021 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)*

<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 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 Thirty Thousand Pesos (₱30,000.00) inclusive of all applicable taxes. Processing of payment of services rendered is scheduled every 30<sup>th</sup> of the month.

#### **VI. CONTRACT PERIOD**

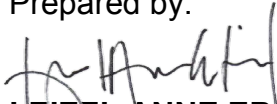
Contract of Services will take effect after the awarding of the Bids and Awards Committee until 31 December 2021 or unless sooner revoked by CITEM.

Expenses shall be charged to CITEM HR PPMP 2021.

#### **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 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



**HIRING OF OCCUPATIONAL HEALTH PHYSICIAN  
CY 2020**

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

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*