

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-2020-0139

**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	:	PHP 495,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	:	04 November 2020, Wednesday, 05:00PM
Opening of Bids	:	05 November 2020, Thursday, 02:00PM

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 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.

5. Certificate/License/Authorization or any document issued by the Department of Health signifying the eligibility of the testing facility/clinic to conduct RT-PCR Testing

6. Company Profile/Proposal from the bidder

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. 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.


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

TERMS OF REFERENCE

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

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:

Deliverables/Activities	Due Date	Means of Verification	Payment Term
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	Php 495,000.00


VIII. Budget:

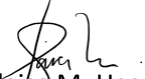
The budget for the procurement of Health Service Provider for RT –PCR Test is **Php 495,000.00**. Amount to be paid shall be based on actual number of employees tested.

Prepared by:


 Joanna Mae Lopez
 HR Technical Staff

Reviewed by:

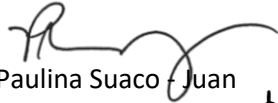

Florence Pearl M. Buensalido
Chief, HRMD


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 