



DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)
Energy Center, Rizal Drive Bonifacio
Global City, Taguig City, Philippines 1632

RFQ No.	RFQ-01-0101-2022-06-0184-0809-0112
Purchase Request No.:	01-0101-2022-06-0184

REQUEST FOR QUOTATION

Title of Procurement/End-user	: PROCUREMENT OF SERVICES OF THE MEDICAL PRACTITIONER FOR ONE (1) DOCTOR – FOR TUESDAYS AND THURSDAYS DUTY
Mode of Procurement	: Small Value Procurement (AMP53.9)
Bidding Terms	: Per Lot
Payment Terms/Schedule	Every 15 th and 30 th of the month (check payment basis)
Delivery Location	: Department of Energy Main Office, BGC Taguig City
Payment Terms	: Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user’s certificate acceptance.

Please quote your lowest price on the items/s listed below, subject to the compliance with the Terms of Reference and Specifications. Submit the quotation following the format of the Quotation Submission Form (Annex A) in a sealed envelope duly signed by your representative at the Procurement Management Division Office, 3rd Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City or through email at the following address: bacsecretariat@doe.gov.ph not later than **08 July 2022, Friday at 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications																
Item No.	Description/ Specification:		Quantity	Unit Price	Total ABC											
1.	PROPOSED RATE															
	<table><tr><th colspan="2">Particular</th><th>Rate for the three (3) hour duty</th></tr><tr><td>1</td><td>VAT-Registered Professionals</td><td>2,887.00</td></tr><tr><td>2</td><td>Non-VAT Registered</td><td>2,810.00</td></tr><tr><td>3</td><td>Mixed Earner</td><td>2,632.00 (with 8% ITR)* 2,600.00 (GI is in excess of Php250,000.00)**</td></tr></table>				Particular		Rate for the three (3) hour duty	1	VAT-Registered Professionals	2,887.00	2	Non-VAT Registered	2,810.00	3	Mixed Earner	2,632.00 (with 8% ITR)* 2,600.00 (GI is in excess of Php250,000.00)**
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	<p>* With requirements to submit to the DOE: BIR Form showing that he/she is registered for 8% Income Tax Rate, and with Sworn Statement (BIR Form B1)</p> <p>** With requirements to submit to DOE: BIR Form showing that he/she is registered as Graduated Income Tax Rate, and with Sworn Declaration (BIR Form B1)</p>															
2.	QUALIFICATIONS															
	Education	:	Doctor of Medicine, with specialization in Family Medicine or Occupational Safety & Health/ Occupational Medicine													
	Experience	:	At least ten (10) years of relevant experience in Family Medicine or Occupational Safety & Health/ Occupational Medicine													

	<p>Training : At least with twenty-four (24) hours of relevant training</p> <p>Eligibility : R.A. 1080 holder (Licensed Doctor of Medicine)</p>
3.	<p>CLINIC HOURS OF CONSULTATION SERVICES / CLINIC ADDRESS</p> <p>Reporting Schedule : Two (2) days (T-Th)</p> <p>Time : 9:00am – 12:00nn</p> <p>Clinic Area : 1st Floor-Right Wing, DOE Annex Bldg. Fort Bonifacio, Taguig City</p>
4.	<p>1. Functions/Responsibilities</p> <p>1.1 Primarily responsible to diagnose physical illness, disorder/injuries and medical condition of DOE employees;</p> <p>1.2 Prescribes medication and treatment to promote/restore good health;</p> <p>1.3 Regularly monitors the health condition of DOE employees with maintenance medications/supplement;</p> <p>1.4 Updates the employee’s medical records;</p> <p>1.5 Submits medical report and recommends measures to the AS Director/ HRMD Chief on any health-related concerns which need to be immediately addressed;</p> <p>1.6 Attends to meetings called for by the DOE management, HRMD/AS-OD, as necessary; and</p> <p>1.7 Performs related tasks as may be assigned from time to time.</p> <p>2. The bidder/applicant must be compliant with the DOE Public Service Continuity Plan (PSCP) protocol (i.e., with no regular assignment in a COVID hospital), to ensure the health and safety of the DOE employees, at all times;</p> <p>3. The bidder must abide with the rules and regulations of the DOE, and to directly report to the Chief of the Human Resource Management Division (HRMD).</p> <p>4. Any inputs or observations made shall first be reported or directed to the HRMD Chief for proper disposition;</p> <p>5. Willing to render medical/tele-consultation services to the DOE employees, and to provide his/her contact number, FB account, or other social media account, to facilitate immediate response from his/her end, during his/her scheduled Clinic hours;</p> <p>6. The bid for the two (2) shifts is for the two (2) different doctors.</p> <p>However, should there be a bidder that submits quote for the two (2) shifts, the End-user reserves the right to offer the said two (2) shift schedules, once found compliant/met the End-user’s requirements or only one (1) shift schedule;</p> <p>7. The bidder/applicant must time in at 9:00am and time out at 12:00nn, using the DOE bundy clock machine.</p> <p>In the exigencies of the service, he/she may, however, be allowed to report to the DOE Clinic earlier than 9:00am, and be out earlier than 12:00nn, for the required three (3) hours shift schedule, or may report at past 9:00am, and be out on or before 3:00pm, to render the three (3) hours shift schedule, or may hold clinic services, as needed, due to Pandemic/Epidemic, or any related emergency/un-announced incidents or events/programs that requires the needed immediate medical attention/participation. The <i>quantum meruit</i> provision shall be applied for this purpose.</p>

	<p>8. Any tardiness, undertime and/or absences incurred, shall be deducted from his/her pay, according to the existing government accounting and auditing rules;</p> <p>9. Willing to render overtime work, especially during emergency cases or in such case, where there is a meeting called for by the DOE, to discuss/settle matters on health and wellness of employees, including providing inputs on proposed policies, among others.</p> <p>The overtime work hours that were incurred for the week can be off-set in the next week of his/her schedule, to ensure records are in order.</p> <p>It is understood, however, that there will be no double pay to be claimed by the bidder, if the said overtime hours were rendered while in the DOE and if within the same clinic schedule in another government agency or in any Attached Agency of the DOE;</p> <p>10. The bidder is not allowed to make a cash advance, in cases he/she is directed to travel to perform his/her duties, but instead can claim reimbursements of hotel accommodations, per diem, and travelling expenses (by air, land, and sea);</p> <p>11. During the term of the contract, a performance evaluation shall be made at least every three (3) months. Only those with "Very Satisfactory" work performance shall be considered as "PASSED," and therefore can be renewed, as the case maybe. It is therefore understood that performance evaluations received by the HRMD/DOE Clinic about the doctor/s work performance is therefore important and to be considered in the evaluation.</p> <p>12. There is no employer-employee relationship between the DOE and the bidder, and that the services rendered shall not be credited as government service, and does not entitle the bidder to the benefits accorded to the regular government personnel;</p> <p>13. In cases of inability to report to the DOE Clinic and perform the corresponding duties in the workplace, the Physician shall:</p> <p>13.1 Notify the HRMD, at least two (2) days before the scheduled day/s of absence/s;</p> <p>13.2 Provide a reliever physician of equal specialization, who possesses competence and knowledge in the same field;</p> <p>13.3 Duly orient and prepare the reliever of his/her functions/updates of employees' health records; and</p> <p>13.4 Remunerate/pay the services rendered by the reliever physician.</p>
<p>General Conditions:</p> <ol style="list-style-type: none">1. Quotation shall be valid for sixty (60) days from submission2. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. (If applicable)3. The following documents shall be attached/included in the submission of proposal/quotation:<ol style="list-style-type: none">a) Mayor's / Business Permitb) PhilGEPS Registration Number/Certificatec) Income /Business Tax Returnd) Omnibus sworn Statement (Annex C)4. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.5. The Supplier shall clearly state the company name and account name for payment.6. The price quoted is inclusive of all taxes and other charges.7. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184 otherwise the Supplier may be sanctioned under the provision of RA 9184 and its IRR.	