



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

RFQ No.	RFQ-02-0101-2022-05-0160-0609-0076
Purchase Request No.:	02-0101-2022-05-0160

**REQUEST FOR QUOTATION**

<b>Title of Procurement/End-user</b>	<b>: SERVICES OF MEDICAL PERSONNEL</b>
<b>Mode of Procurement</b>	<b>: Small Value Procurement (AMP 53.9)</b>
<b>Bidding Terms</b>	<b>: Per Lot</b>
<b>Term of Contract/ Schedule</b>	<b>: Four (4) months</b>
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, 3<sup>rd</sup> 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](mailto:bacsecretariat@doe.gov.ph) not later than **13 June 2022, Monday at 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications									
Item No.	Description/ Specification:	Total ABC							
1.	<b>MINIMUM QUALIFICATIONS</b>  <b>EDUCATION</b> : Doctor of Medicine  <b>EXPERIENCE</b> : At least three (3) years of relevant experience  <b>TRAINING</b> : At least sixteen (16) hours of relevant training  <b>ELIGIBILITY</b> : R.A. 1080 (Licensed Doctor of Medicine)	<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>3,500.00</td></tr></table>		Particular		Rate for the three (3) hour duty	1	VAT-Registered Professionals	3,500.00
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2.	<b>TERM OF CONTRACT</b>  Four (4) months								
3.	<b>PAYMENT TERMS</b>  Upon presentation of monthly billing and accomplishment report, through the Undersecretary of Administration and Finance or Incident Management Team (IMT) for COVID-19 and its acceptance, payment shall be processed monthly.								
4.	<b>WORKING ARRANGEMENTS</b>  The Medical Personnel (Doctor) shall have the following working arrangements:  a. Minimum of three (3) hours medical, health and safety consultations five (5) days a week using various modes of communication;  b. 24/7 on call duty for emergency concerns and consultations;								

	<ul style="list-style-type: none"><li>c. On call duty for medical consultation at the Office of the Secretary (OSEC);</li><li>d. Attendance to IMT Meetings;</li><li>e. Once a week 3-hour clinic on-site duty; and</li><li>f. Render overtime services in case of a surge in COVID-19 cases in DOE.</li></ul>	
5.	<p><b>OTHER TERMS</b></p> <ul style="list-style-type: none"><li>a. The Medical Doctor shall have no regular assignment in a COVID-19 hospital;</li><li>b. In case of inability to report / attend to DOE and perform the stipulated scope of work, the Medical Doctor shall:<ul style="list-style-type: none"><li>• Notify the IMT, at least two (2) days before the scheduled day/s of absences; and</li><li>• Ensure that the 4-day clinic per month is complied.</li></ul></li><li>c. The Medical Doctor may be required to report to the following:<ul style="list-style-type: none"><li>• IMT Commander;</li><li>• OSEC – COS; and</li><li>• Undersecretary for Administrative Services.</li></ul></li><li>d. There is no employer – employee relations between the DOE and the bidder, and that the services rendered shall not be credited as government service.</li></ul>	
<p><b>General Conditions:</b></p> <ul style="list-style-type: none"><li>1. Quotation shall be valid for sixty (60) days from submission</li><li>2. The following documents shall be attached/included in the submission of proposal/quotation:<ul style="list-style-type: none"><li>a) Mayor's / Business Permit</li><li>b) PhilGEPS Registration Number/Certificate</li><li>c) Income /Business Tax Return</li><li>d) Omnibus sworn Statement (Annex C)</li></ul></li><li>3. 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.</li><li>4. The Supplier shall clearly state the company name and account name for payment.</li><li>5. The price quoted is inclusive of all taxes and other charges.</li><li>6. 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.</li></ul>		