



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

RFQ No.	RFQ-02-0101-2025-01-0006-0218-0004
Purchase Request No.:	02-0101-2025-01-006

REQUEST FOR QUOTATION

Title of Procurement/End-user	: PROCUREMENT OF SERVICES OF MEDICAL PRACTITIONERS FOR THE DOE FOR THE PERIOD OF JANUARY TO DECEMBER 2025
Approved Budget for the Contract	: Php845,250.00
Mode of Procurement	: Small Value Procurement (AMP53.9)
Bidding Terms	: Per Lot
Delivery Terms/Schedule	: Per schedule as specified in the Terms of Reference
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.

SUBMISSION OF PROPOSALS/ QUOTATION and RELATED DOCUMENTS SHOULD BE COLLATED AND SUBMITTED IN A ONE (1) PDF FILE FORMAT

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 **21 February 2025, 4:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	<p>QUALIFICATIONS</p> <p>Education: Doctor of Medicine, with specialization in Family Medicine/General Practitioner or Occupational Safety & Health/Occupational Medicine</p> <p>Experience: At least six (6) years of relevant experience in Family Medicine/General Practitioner or Occupational Safety & Health/Occupational Medicine</p> <p>Training: At least with twenty-four (24) hours of relevant training</p> <p>Eligibility: R.A. 1080 holder (Licensed Doctor of Medicine)</p>	2		Php 845,250
2.	<p>Approved Budget for the Contract (ABC): Php 845,250.00 (Inclusive of tax).</p> <p>Schedule I – M, W, F Php510,600.00 Schedule II – T, Th <u>Php334,650.00</u> Total Php845,250.00</p>			

	<table border="1" data-bbox="342 206 901 478"> <tr> <th data-bbox="342 206 594 281">Particular</th> <th data-bbox="594 206 901 281">Rate for the three (3) hour duty</th> </tr> <tr> <td data-bbox="342 281 594 478"><u>VAT-Registered Professionals</u></td> <td data-bbox="594 281 901 478">P 1,150.00 per hour inclusive of tax</td> </tr> </table>	Particular	Rate for the three (3) hour duty	<u>VAT-Registered Professionals</u>	P 1,150.00 per hour inclusive of tax			
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3.	PAYMENT: Every 15 th and 30 th of the month.							
4.	<p>CLINIC HOURS OF CONSULTATION SERVICES / CLINIC ADDRESS</p> <p>Reporting Schedule: Option 1: Three (3) days (every Monday, Wednesday and Friday) Option 2: Two (2) days (every Tuesday and Thursday)</p> <p>Time: 9:00am – 12:00nn</p> <p>Clinic Area: 1st Floor-Left Wing, DOE Annex Bldg. Bonifacio Global City, Taguig City</p>							
5.	<p>OTHER RELATED REQUIREMENTS</p> <p>5.1 Functions/Responsibilities</p> <p>5.1.1 Primarily responsible to diagnose physical illness, disorder/injuries and medical condition of DOE employees;</p> <p>5.1.2 Prescribes medication and treatment to promote/restore good health;</p> <p>5.1.3 Regularly monitors the health condition of DOE employees with maintenance medications/supplement;</p> <p>5.1.4 Updates the employee's medical records;</p> <p>5.1.5 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>5.1.6 Attends to meetings called for by the DOE</p>							

	<p>management, HRMD/AS-OD, as necessary; and</p> <p>5.1.7 Performs related tasks as may be assigned from time to time.</p> <p>5.2 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. *Please see Annex A.</p> <p>5.3 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>Any inputs or observations made shall be reported or directed to the HRMD Chief for proper disposition;</p> <p>5.4 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>5.5 The bids for the two (2) shifts are for two (2) different doctors. Note: One (1) doctor per shift based on item # 4, i.e., M-W-F from 9:00am-12:00nn, and T-Th, 9:00am-12:00nn</p> <p>Doctor/Bidder may only be awarded one (1) shift/schedule</p> <p>5.6 The bidder/applicant must time/log-in at 9:00am, and time/log-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 leave earlier than 12:00nn, for the required three (3) hours shift schedule, or may report at past 9:00am, and leave 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 require the needed immediate</p>			
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medical attention/participation. The *quantum meruit* provision shall be applied for this purpose.

5.7 Any tardiness, undertime and/or absences incurred, shall be deducted from his/her pay, according to the existing government accounting and auditing rules;

5.8 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.

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.

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;

5.9 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).

5.10 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 are important and will be considered in the evaluation.

5.11 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 do not entitle the bidder to the benefits

	<p>accorded to the regular government personnel;</p> <p>5.12 In cases of inability to report to the DOE Clinic and perform the corresponding duties in the workplace, the Physician shall:</p> <p>5.12.1 Notify the HRMD, at least two (2) days before the scheduled day/s of absence/s;</p> <p>5.12.2 Provide a reliever physician of equal specialization, who possesses competence and knowledge in the same field;</p> <p>5.12.3 Duly orient and prepare the reliever of his/her functions; and</p> <p>5.12.4 Remunerate/pay the services rendered by the reliever physician.</p>			
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General Conditions:

1. Quotation shall be valid for sixty (60) days from submission
2. 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. **(As stated in the Terms of Reference/ Specifications)**
3. The following documents shall be attached/included in the submission of proposal/quotation:
 - a) Mayor's / Business Permit
 - b) PhilGEPS Registration Number/Certificate
 - c) Income /Business Tax Return **(For ABCs above 500k)**
 - d) 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.

Annex A - Department of Energy Suppliers Quotation Submission Form

Solicitation No. _____
 Purchase Request No. _____

Please quote your lowest price on the item/s under the specific Request for Quotation, subject to the terms, conditions and specifications as stated in the RFQ. Submit the quotation following the format below in a sealed envelope duly signed by your representative not later than the time and date as indicated in the RFO at the Procurement Management Division Office, 3rd Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City. LATE SUBMISSION WILL NOT BE ACCEPTED.

Company Logo/Letterhead

Date :
Company Name :
Procurement Title :
Delivery Date/Delivery Terms : [No. of Days] calendar days upon receipt of Purchase Order
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

Price Quotation:

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total Bid
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

General Conditions:

1. Quotation shall be valid for sixty (60) days from submission
2. 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:
 - a) Mayor's / Business Permit
 - b) PhilGEPS Registration Number
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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.

The above quoted prices are inclusive of all cost and applicable taxes.

After having carefully read and accepted your Terms of Reference/Specification we are submitting our quotation/proposal on the items at prices indicated above.

Name and Signature of Authorize Representative

Company Name/Business Name and Address that will be used in the Notice of Award and Purchase Order/Notice to Proceed

Tel. No. / Cellphone No./ email address

Date

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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]