

# PURCHASE REQUEST

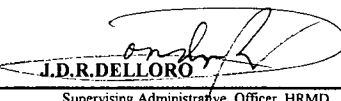
**Entity Name:** DEPARTMENT OF ENERGY

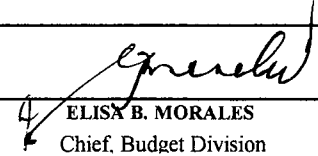
**Fund Cluster:**



<b>Division/Office:</b>	<b>PR No.</b> 02-0101-2021-05-0113	<b>Date:</b> 11 May 2021
<b>Responsibility Center Code : 09-001-000000-12-02</b>		


Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost (Php)	Total Cost
		<b>Procurement of Medical Practitioner</b>			
		<b>for the DOE-Clinic for the period May-December 2021</b>	<b>Lot</b>	<b>448,000.00</b>	<b>448,000.00</b>

**TITLE OF PROCUREMENT/PURPOSE:**  
Procurement of Medical Practitioner for the DOE-Clinic for the period May-December 2021

**REQUESTED BY:**  
  
  
J.D.R. DELLORO  
Supervising Administrative Officer, HRMD  
DATE \_\_\_\_\_  
(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)

**FUNDING FOR CONTRACTED-OUT REPAIR/SERVICES/PROJECT:**  
**ESTIMATED AMOUNT:** 448,000.00  
**ALLOCATED PROVIDED:**  
  
  
ELISA B. MORALES  
Chief, Budget Division

**RECOMMENDED BY:**  
  
  
M.C.P. BALDOS  
Chief Administrative Officer, HRMD  
DATE \_\_\_\_\_  
  
(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)

**APPROVED BY:**  
  
  
DIR. P.A. AVENIDO  
OIC-Director, AS  
DATE \_\_\_\_\_  
(Signatory as per DO No. 2017-06-0008, Please indicate Name, and Position)

PMD: FGD/ IMR/ JPC/ ASC

**PMD Procurement Code:**  
01-Goods; 02-Services; 03-Consulting Services; 04-Infrastructure;  
Capital Outlay



**Republic of the Philippines**  
**DEPARTMENT OF ENERGY**  
(Kagawaran ng Enerhiya)

**TERMS OF REFERENCE**  
**FOR THE PROCUREMENT OF THE 2021 MEDICAL PRACTITIONERS**  
**FOR THE DEPARTMENT OF ENERGY**

**1. QUALIFICATIONS**

- Education : Doctor of Medicine, with specialization in Family Medicine OR Occupational Safety and Health/ Occupational Medicine
- Experience : At least five (5) years of relevant experience in Family Medicine OR Occupational Safety and Health/ Occupational Medicine
- Training : At least with Sixteen (16) hours of relevant training
- Eligibility : R.A. 1080 (Licensed Doctor of Medicine)

**2. APPROVED BUDGET FOR THE CONTRACT**

- Position : Medical Doctor
- A. For non-VAT medical practitioner = Php2,320.00 per 3 hour duty  
B. For mixed earner medical practitioner = Php2,450.00 per 3 hour duty  
C. For VAT registered practitioner = Php2,560.00 per 3 hour duty

The bidder shall indicate in their proposal their specific tax treatment.

**3. PAYMENT**

- Payment : Every 15<sup>th</sup> and 30<sup>th</sup> of the month  
(check payment basis)

**4. CLINIC HOURS OF CONSULTATION SERVICES/CLINIC ADDRESS**

- Reporting Schedule: Three (3) days (M-W-F); Two (2) days (T-Th)
- Time : 9:00am – 12:00nn
- Clinic Area : 1<sup>st</sup> Floor-Right Wing, DOE Annex Bldg.,  
Fort Bonifacio, Taguig City

**5. OTHER RELATED REQUIREMENTS**

**5.1 Functions/Responsibilities**

- 5.1.1 Primary responsible to diagnose physical illness, disorder/injuries and medical conditions of DOE employees;

5.1.2 Prescribes medications and treatment to promote/restore good health;

5.1.3 Regularly monitors the health condition of DOE employees with maintenance medications/supplement;

5.1.4 Updates the employee's medical records;

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;

5.1.6 Attends to meetings called for by the DOE management, HRMD/AS-OD, as necessary; and

5.1.7 Performs related tasks as may be assigned from time to time.

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;

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).

Any inputs or observations made shall first be reported or directed to the HRMD Chief for proper disposition;

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;

5.5 The bid for the two (2) shifts is for the two (2) different doctors.

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/with the End-user's requirements, the DOE may award the contract for the two shift to a single doctor.

5.6 The bidder/applicant must time in at 9:00am and time out at 12:00nn, using the DOE bundy clock machine.

He/she may, however, be allowed to report to the DOE Clinic, at past 9:00am, and be out on or before 3:00pm, to render the three (3) hours/shift schedule;

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;

4.1.1

- 4.8. 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;

- 4.9. 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);
- 4.10. 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.
- 4.11. 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 does not entitle the bidder to the benefits accorded to the regular government personnel;
- 4.12. In cases of inability to report to the DOE Clinic and perform the corresponding duties in the workplace, the Physician shall:
- 4.12.1 Notify the HRMD, at least two (2) days before the scheduled day/s of absence/s;
- 4.12.2 Provide a reliever physician of equal specialization, who possesses competence and knowledge in the same field;
- 4.12.3 Duly orient and prepare the reliever of his/her functions/updates of employees' health records; and
- 4.12.4 Remunerate/pay the services rendered by the reliever physician.

End-user:   
**MA. CECILIA P. BALDOS**  
Chief, HRMD

  
**Approved by: PACIFICO A. AVENIDO, JR.**  
OIC-Director, Administrative Services

**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]*