



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10770712
Procuring Entity DEPARTMENT OF TOURISM
Title Services of an Individual Consultant (Medical Practitioner) for the DOT Medical Clinic

Area of Delivery

| | | | |
|--|--|------------------------------|---------------------|
| Solicitation Number: | RFQ NP-SVP 2024-04-0125 | Status | Active |
| Trade Agreement: | Implementing Rules and Regulations | Associated Components | 2 |
| Procurement Mode: | Negotiated Procurement - Small Value Procurement (Sec. 53.9) | Bid Supplements | 0 |
| Classification: | Goods | Document Request List | 0 |
| Category: | Services | Date Published | 19/04/2024 |
| Approved Budget for the Contract: | PHP 540,000.00 | Last Updated / Time | 19/04/2024 00:00 AM |
| Delivery Period: | | Closing Date / Time | 22/04/2024 14:00 PM |
| Client Agency: | | | |
| Contact Person: | Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nplucman@tourism.gov.ph | | |

Description

MINIMUM QUALIFICATIONS

Education : He/She is a Doctor of Medicine
 Experience: S/He at least 3 years of relevant experience, preferably General/Family Medicine and/or with knowledge or background in occupational safety and health
 Training: S/He has at least sixteen (16) hours of relevant training
 Eligibility: S/He is a RA No. 1080 holder

POSITION & RATE ON A PART-TIME/RETAINER BASIS / PAY PERIOD

Position: Medical Consultant
 Salary/ Month: PhP45,000.00 (tax inclusive/ gross rate)
 Pay Schedule: Every 15th and 30th of the month (LDDAP basis)

CONTRACT DURATION: 1 YEAR from the Issuance of Notice of Award (NOA)

CLINIC HOURS: Monday/ Wednesday/ Friday (MWF) 8am-12nn ; and Tuesday/Thursday (TTh) 12nn - 4pm

FUNCTIONS AND RESPONSIBILITIES

- Render medical/consultation services for all DOT officials and employees; thru physical face-to-face meeting or tele-consult, when necessary;
- Provide diagnosis of physical illness, disorders/injuries of DOT officials and employees;
- Conduct health counseling;
- Regularly monitor the health conditions of employees with medical conditions and with maintenance supplement;
- Update the employees' medical records
- Report/suggest/ recommend measures on occupational health and safety in the workspace as well as regarding any health related matters which need to be immediately addressed on;
- Facilitate transport and coordination of patients to hospital in case of emergency;
- Prepare and submit health and wellness program proposals for the year;
- Facilitate and/or act as resource person in health talks and lectures on emergency and/or immediate health concerns, illnesses including management and prevention; and
- Perform related tasks as may be assigned from time to time and is willing to render overtime work with no pay especially during emergency cases/

In cases when the medical practitioner completes the required 20 hours of work in a week and is required to render additional hours due to extraordinary situations, either prior or after the schedules identified in Item IV of this Terms of Reference, the First Party may authorize the use of compensatory time-off equivalent to the excess hours rendered therein.

OTHER INSTITUTIONAL ARRANGEMENTS

In case of absence or inability to report to the clinic due to valid cause, the Consultant should:

- Notify the office (c/o HRD) at least 2 weeks before the scheduled days of absences;
- Recommend and provide a reliver physician of equal specialty, who possesses with competence and knowledge in the same field;
- Duly orient and prepare the reliever of his/her functions/updates of employees' health records;
- Remunerate/pay the services rendered for the corresponding number of hours of the reliver/physician.

Other Information

THE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION
Department of Tourism
Makati City

with details such as:

Name of the Bidder/Company:
Address of the Bidder/Company:
Title of the Project:
RFQ No. 2024-04-0125

In addition to the Proposal/Quotation, kindly submit the following Eligibility Requirements:

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above Php500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kindly submit your quotations together with your eligibility requirements to nplucman@tourism.gov.ph on or before 22 April 2024 2pm. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 18/04/2024

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.