



## Bid Notice Abstract

### Request for Proposal (RFP)

**Reference Number** 8727158  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Services of an Individual Consultant (Medical Practitioner) for the DOT Clinic  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	RFP No. 2022 - 06 - 0062	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	5
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Consulting Services	<b>Document Request List</b>	0
<b>Category:</b>	Consulting Services	<b>Date Published</b>	04/06/2022
<b>Approved Budget for the Contract:</b>	PHP 315,000.00	<b>Last Updated / Time</b>	03/06/2022 15:29 PM
<b>Delivery Period:</b>	7 Month/s	<b>Closing Date / Time</b>	07/06/2022 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	John Paulo Samonte Francisco Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 jsfrancisco@tourism.gov.ph		

#### Description

TERMS OF REFERENCE  
 ENGAGEMENT OF SERVICES OF INDIVIDUAL CONSULTANT  
 (MEDICAL PRACTITIONER) FOR THE DOT CLINIC

JUNE 2022 TO DECEMBER 2022

#### 1. MINIMUM QUALIFICATIONS

Education : S/He is a Doctor of Medicine  
 Experience : S/He has at least three (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 R.A. No. 1080 holder

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

Position : Medical Officer V  
 Salary/month : PhP45,000.00 (tax inclusive/gross rate)  
 Pay schedule : Every 15th and 30th of the month

(List of Due and Demandable Accounts Payable [LDDAP] basis)

3. CONTRACT DURATION : Seven (7) months from issuance of Notice of Award (NOA)

4. CLINIC HOURS : Monday/Wednesday/Friday (MWF) at 08:00 a.m. to 12:00 nn  
Tuesday/Thursday (TTh) at 01:00 p.m. to 04:00 p.m.

5. CLINIC LOCATION : DOT Building, 351 Sen. Gli Puyat Avenue, Makati City

#### 6. FUNCTIONS AND RESPONSIBILITIES

6.1 Render medical/consultation services for all DOT officials and employees; thru physical face-to-face meeting or tele-consult, when necessary;

6.2 Provide diagnosis of physical illness, disorders/injuries of DOT officials and employees;

6.3 Conduct health counseling;

6.4 Regularly monitor the health conditions of employees with medical conditions and with maintenance supplement;

6.5 Update the employees' medical records;

6.6 Report/suggest/recommend measures on occupational health and safety in the workplace as well as regarding any health related matters which need to be immediately addressed on;

6.7 Facilitate transport and coordination of patients to hospital in case of emergency;

6.8 Prepare and submit health and wellness program proposals for the year;

6.9 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

6.10 Perform related tasks as may be assigned form time to time and is willing to render overtime work with no pay especially during emergency cases.

#### 7. OTHER INSTITUTIONAL ARRANGEMENTS

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

7.1 Notify the office (c/o Human Resource Division) at least two (2) weeks before the scheduled days of absences;

7.2 Recommend and provide a reliever physician of equal specialty, who possesses with competence and knowledge in the same field;

7.3 Duly orient and prepare the reliever of his/her functions/updates of employees' health records; and

7.4 Remunerate/pay the services rendered for the corresponding number of hours of the reliever/physician.

Submitted by:

SOFIA C. PAGSUYUIN  
Chief, Human Resource Divisio

#### Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Consulting Services	Procurement of Services of an Individual Consultant (Medical Practitioner) for the DOT Clinic	1	Lot	315,000.00

#### Other Information

Eligibility Requirements

1. Registration Certificate from Security and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.

2. 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.

For individual consultants not registered under a sole proprietorship, a BIR Certificate of Registration shall be submitted, in lieu of DTI registration and Mayor's/Business permit.

3. PhilGEPS Registration Number

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

5. Professional License/Curriculum Vitae

6. List of key personnel to be assigned to the contract to be bid, with their complete qualification and experience data.

7. Statement of the prospective bidder of all its ongoing and completed government and private contracts, including

contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Terms of Reference. (See attached Annexes TD 1 & 2)

8. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement (to be submitted prior to award)

Note: Kind submit your proposals together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 07 June 2022 at 10:00 am. Late and unsigned proposals shall not be accepted.

**Created by** John Paulo Samonte Francisco

**Date Created** 03/06/2022

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