



REQUEST FOR QUOTATION / PROPOSAL

The PHILIPPINE NATIONAL OIL COMPANY (PNOC) through its Bids and Awards Committee (BAC), invites all interested and PhilGEPS-registered suppliers / contractors / consultants to submit quotations / proposals for the following company requirements:

Date : 22 March, 2023
Project Title : Engagement of Retainer Physician for PNOC Head Office
Reference No. : 2023-03-103
Total ABC : PhP 399,999.78
Submission Deadline: 27 March, 2023 / 10:00 AM
Place of Delivery : PNOC-Main Office, BGC, Taguig City

Accomplished Price Quotation/Proposal and Compliance Form may be submitted through registered or electronic mail to the PNOC Procurement Management Division at the above address or to procurement@pnoc.com.ph and gsmendoza@pnoc.com.ph no later than the submission deadline together with the following documentary requirements and information:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Signed Terms of Reference / Technical Specifications Sheet (if applicable)
- Notarized Omnibus Sworn Statement - Annex "A" (Unnotarized copy may be submitted prior to submission deadline, but the notarized one shall be submitted after award or before payment)

The PNOC reserves the right to accept or reject any or all quotations/proposals or parts thereof, to waive formality therein or to accept such or to award any that are considered most advantageous to the company.

Thank you.


ATTY. GRACIELA M. BARLETA
Chairperson
Bids and Awards Committee
16

PHILIPPINE NATIONAL OIL COMPANY

Project : **Engagement of Retainer Physician for PNOC– Head Office**

Duration : **Nine (9) months**

Subject : **Terms of Reference (TOR)**

1. Scope of Work

The Retainer Physician (Contractor) shall provide professional medical services for PNOC and will be based and hold clinic at the Head Office (Energy Center, Rizal Drive, Bonifacio Global City, Taguig).

The Retainer Physician shall have the following duties and responsibilities:

- a. Report in the office thrice a week or twelve (12) hours per week on the Mondays, Wednesdays and Fridays to render four (4) hours of Clinic Service except during holidays or non-working days; if the Retainer Physician fails or will be unable to report for work, he/she shall advise the Department Manager of Administrative Services stating the reason for his/her absence;
- b. Provide out-patient medical services to PNOC officers and employees such as consultation and diagnosis and the prescription of medications within the scope of the professional, ethical, and legal standards of the Philippine Medical Profession;
- c. If needed, prescribe the appropriate medication, laboratory tests or other diagnostic procedures for the proper diagnoses or treatment of any occupational illness or injury of employees.
- d. Supervise medical activities such as diagnoses and treatment of occupational illnesses and injuries of employees, and facilitating the appropriate first-aid application to patients;
- e. If necessary provide referrals for the further treatment or diagnoses of employees' medical conditions to reputable hospitals and/or physicians;
- f. On special cases where PNOC may require the services of a doctor, the Retainer Physician shall report for work in addition to the scheduled days and will be compensated through Compensatory Time-Off.
- g. Review and interpret the results of the Annual Physical Examination of employees and recommend further medical tests or treatment, if necessary;

- h. Review the results of the Pre-Employment Medical Examination of work applicants and provide medical recommendation to Human Resource.
 - i. Conduct examination and issue certification to employees who are returning back to work from sick leave of absence if they are in "fit-for-work" or "fit-to-work" condition.
 - j. Attend to the immediate/emergency medical needs of personnel currently engaged by the Company under Contracted Services (Maintenance, Janitorial or Security services) suffering from work-related illnesses or injury due to work-related accidents;
 - k. Conduct hospital or home visits for work-related injuries and/or illnesses, if requested by Management; in which case, he/she shall be compensated through CTO;
 - l. Conduct Telemedicine and E-prescriptions to PNOC employees when needed.
 - m. Supports the implementation of the PNOC Health and Safety Program;
 - n. Submit the following to the Department Manager for Administrative Services:
 - i. Quarterly Accomplishment Report detailing the health status of PNOC employees (i.e. potential illness and treatment/medication given)
 - ii. Report on any significant health issue or matter that may affect PNOC as an organization or its officers or its employees.
 - iii. Quarterly reports and analysis of health profiles of employees, and recommendation for the improvement of employees' health and well-being
 - o. Monitor the completion of the required documentation/incident reports in relation to the medical condition of employees involved in occupational related illnesses/injuries;
 - p. If requested by Management, participate in the Company's medical mission, CSR and Recreational activities.
 - q. Perform other tasks required in order to provide effective professional medical services to the Company.
2. PNOC shall pay the Retainer Physician every 30th day of the month, based on the actual number of hours of duty and upon submission Record of Attendance. PNOC shall withhold and deduct all applicable taxes from the Contractor's payment.
 3. The Retainer Physician shall provide his/her own Stethoscope.
 4. The Retainer Physician warrants that he/she possesses the necessary skills and qualifications as a Physician. The Retainer Physician shall submit to PNOC photocopies of

his/her PRC License, past clients and other similar engagements. Applicants shall submit performance appraisal from the previous employer, if any.

5. The Retainer Physician must:
 - a. have the necessary training and 10 years experience in Occupational Medicine; preferably a Fellow in Occupational Medicine, accredited and certified by the Philippine College of Occupational Medicine;
 - b. have the knowledge on potential hazards in the workplace including toxic properties of materials used at the workplace;
 - c. be able to diagnose and treat occupational disease and injury;
 - d. know about rehabilitation methods, health education and government legislations and regulations concerning workplace health; and
 - e. be able to guide the implementation of employee health and safety based on the Company Occupational Health and Safety Manual .
6. The Contractor warrants that he/she has/had not given or promised to give any money or gift to any PNOC employees/officials to influence the decision regarding the awarding of this contract nor has the Contractor extended or utilized any lawful influence to solicit or secure this contract through an agreement to pay a commission, percentage or contingent fee. The Contractor agrees that breach of this contract shall be sufficient ground for PNOC to terminate or cancel this contract, or empower to deduct, at its discretion such as commission, percentage, brokerage or contingent fees from the contract price without prejudice to any other person's civil or criminal liability under the Anti-Graft Law and other applicable laws.
7. PNOC shall have the right to not make any payment under this Contract for lack of compliance on the part of the Contractor on any of the PNOC requirements now or hereafter issued.
8. The Contractor, in the event that he/she cannot report for duty, shall undertake to provide PNOC with his/her temporary preplacement with the same qualification as his/her, if replacement is not possible, he/she shall endeavor to make up for the lost clinic hours within working hours on Monday to Fridays.
9. PNOC reserves the right to terminate this contract by giving one (1) month notice to the Retainer Physician in the event of unsatisfactory performance and non-compliance with PNOC requirements. For this purpose, the Department Manager for Administrative Services shall conduct performance appraisal of Retainer Physician every month. .
10. The contract duration is Nine (9) months.
 - ABC: Php: 399,999.78 (Inclusive of Tax)

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Engagement of Retainer Physician for PNOC Head Office

ITEM NO.	UOM	TECHNICAL SPECIFICATIONS	QTY	TOTAL BID PRICE (₱)
1	lot	ENGAGEMENT OF RETAINER PHYSICIAN FOR PNOC HEAD OFFICE Contract Duration: April 1, 2023 to December 31, 2023 Nine (9) Months (pls. refer to attached terms of reference) ABC:PhP399,999.78 APP: 23MO-04B1R	1	
Delivery Schedule:		3x a week or Twelve (12) hours/week on M-W-F or Four (4) hours/day		
Delivery Place:		PNOC-Main Office, BGC, Taguig City		

TERMS AND CONDITIONS

1. Payment Terms: Government Terms - full payment upon completion of delivery/implementation, or subject to the conditions specified in the Scope of Works/Activities or Terms of Reference.
2. All entries shall be typed or written in a clear legible manner.
3. Bidder shall offer one (1) bid only. Alternative bids shall be rejected.
4. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document.
5. As a general rule, price quotations to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
6. In case of tie quotations, tie breaking shall be on draw lots or toss coin.
7. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed Terms of Reference / Technical Specifications Sheet.
8. During evaluation of quotation/proposal, the project proponent may require additional documents to verify, validate and ascertain the compliance of the supplier/contractor or consultant.

We undertake, if our Proposal is accepted, to supply/deliver the goods/services in accordance with the specifications and/or delivery schedule.

We agree to abide by this quotation/proposal for a period of thirty (30) calendar days, which is the price's validity period and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Contract or a Purchase Order is executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____
Designation / Position : _____
Name of Organization : _____
Address : _____
Telephone Nos. and Email Address : _____