

ZAMBOANGA CITY WATER DISTRICT

Zamboanga City
Tel. No. (062) 991-1556-57

**REQUEST QUOTATION FORM
NEGOTIATED PROCUREMENT (SMALL VALUE)**

Date prepared : 05/11/2020
PR No.: 20-0003 Dated: 01/03/2020

SUPPLIER: _____
ADDRESS: _____
CONTACT PERSON: _____
CONTACT NUMBER: _____

Please submit your quotation to the Zamboanga City Water District on or before **2:00 P.M. May 19, 2020**

Upon receipt of the Purchase Order, you are requested to deliver the item(s) quoted to the ZCWD Property Section at Pasonanca or to the delivery point specified in the Purchase Order. Penalties may be imposed for delays in the delivery beyond the delivery period and your company may be excluded from participating in future biddings. ***Pls. REFER TO THE ATTACHED "INSTRUCTION TO BIDDERS" for your guidance.***

ITEM NO.	DESCRIPTION/SPECIFICATION	QTY	UNIT	UNIT COST	BRAND & MODEL OFFERED
1	<p>Professional Services: Retainer Physician</p> <ul style="list-style-type: none"> a. Render services twice a week every Tuesday and Thursday from 9:00 am to 11:00 am at the ZCWD Clinic at Pilar Street, this city. b. Render prompt treatment of illness/injuries not requiring hospital admission or emergency room management to regular workers at ZCWD's clinic, referrals for treatment and follow-up to qualified medical specialist or to the hospital emergency room when appropriate or necessary; c. Conduct periodic examinations of all regular workers including the annual physical examination, transfer or exit physical examinations or any other emergency; d. Certifies the medical capacity of an employee to render services/and or declares an employee to be medically unfit by reason of communicable disease or of the same nature which endangers the workplace; e. Assess a regular employee's ability to return to work following an illness or injury and advise management of changes in the employee's capabilities to work so that work accommodations can be appropriately reviewed and revised; f. Assist in the organization of a Health and safety committee for planning, developing and policy making in all matter pertaining to health and safety; g. Organize, administer and maintain occupational health and safety program based on the employee's needs. Conduct a Health and Wellness Program every two (2) or three (3) months; h. Monitor the work environment for health and safety hazards through periodic inspection of the workplace; i. Maintain a recording and reporting system of all medical cases and analyze data. Submit reports to management as required or requested; j. Organize an emergency response team for disaster and emergency preparedness and management. Assist in the conduct of fire drills and first aid training; k. Assist management in the selection of medicines, medical supplies and equipment consistent with the needs of the establishment and its employees with the consideration for cost and control; 	1	Contract		

	<p>l. Coordinate with the other health care professionals and /or agencies such as the City Health Office for reportable disease and other medical cases that require further referral of regular workers such as health care professionals and/or agencies; and</p> <p>m. Develop and Maintain a clinic operations systems for Clinic Physician/Nurse to follow and discharge the functions in accordance to the policies and procedural guidelines in administration of Health and Medical Benefits of ZCWD</p>				
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TOTAL CONTRACT PRICE =

I have the honor to submit our quotation for the above-specified item of which we have on stock except as specified.

 SUPPLIER/REPRESENTATIVE
 (Printed Name & Signature)

 DATED

NOTE:

1. Register your bids to the BAC Secretariat before dropping the bid in the bidding box.
2. Contract Duration for Period of One Year from June 16, 2020 to June 15, 2021
3. Warranty Period: 3 Months for Expendable supplies after acceptance by the procuring entity.
4. Price Validity: 120 C.D.
5. If applicable, the BAC may require the bidder to submit un-amended sales literature, brochure, shop drawing or samples. Non-submission of which may be a ground for disqualification. In case the bidder failed to submit the aforementioned requirements, then the product being offered by the winning bidder shall be subjected to inspection pursuant to RA 9184 and its IRR and Government Procurement Manual (GPM Vol. 2) and pertinent COA regulations on technical inspection and acceptance procedures by the procuring entity's authorized inspectors.
6. Payment Terms: NO COD
7. All erasure must be initialed to avoid disqualification.
8. Delivery Point: ZCWD Main Office, Pilar St., Zamboanga City
9. Approved Budget Cost (ABC): P 198,000.00
10. The bidder is required to submit within 3 calendar days from the date of the bid opening the following requirements: Mayor's/Business Permit, Philgeps Registration and Omnibus Sworn Statement. Failure to submit the required documents within the time frame may be a ground for disqualification. The bidder may also submit these documents together with its Request for Quotation (RFQ).
11. In case where an occurrence of a tie among bidders, BAC shall conduct drawing of lots in accordance with GPPB Circular 06-2005 dated August 05, 2005 and Appendix 11 of the 2016 RIRR of R.A. 9184.
12. All items must be quoted otherwise the bid shall be incomplete and non-complying.
13. For Bidding Results, please call BAC Secretariat at this number 991-1556 local 8127 and look for Ms. Roxanne Pabugais a day after the scheduled Bid Opening. You may also send us an e-mail at this address: bac@zcwd.gov.ph. Failure on your part to communicate with us will be taken as a waiver to be informed of the result.
14. Open quotations may be submitted, manually or through facsimile or email at the following: Fax nos. (062) 9550754/9927831 or Email Address: bac@zcwd.gov.ph
15. For NEGOTIATED PROCUREMENT-SMALL VALUE PROCUREMENT requiring Omnibus Sworn Statement, please submit original copy.

REMARKS/ ADDITIONAL INFORMATION _____

Prepared by:



 MICHAEL ANGELO M. CARBON
 CHAIRPERSON
 BIDS AND AWARDS COMMITTEE

Distributed by:
