



REQUEST FOR QUOTATION (RFQ-2021-003)

1. The **DOST-SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (DOST-STII)**, through its Bids and Awards Committee (BAC), invites PhilGEPS registered suppliers/contractors to submit **quotations** for the project “**Procurement of Consulting Services for the Development of Occupational Safety and Health Program**” with Approved Budget for the Contract (ABC) in the amount of **One Hundred Five Thousand Pesos Only (Php105,000.00)**:

Descriptions	Source of Fund	Approved Budget for the Contract (ABC)
Procurement of Consulting Services for the Development of Occupational Safety and Health Program <i>*See attached Terms of Reference (TOR)</i>	General Appropriations Act (GAA) FY2021	Php105,000.00

2. Procurement will be conducted through Negotiated Procurement – Small Value Procurement (Sec. 53.9) as prescribed under Rule XVI – Alternative Methods of Procurement of the 2016 Revised Implementing Rules and Regulations of Republic Act (R.A.) No. 9184, otherwise known as the “Government Procurement Reform Act”.
3. Suppliers/contractors shall submit their quotations on or before **20 January 2021, 5:00 P.M.** at the DOST-STII – BAC Secretariat - Property Section, 2nd Flr. STII Bldg, DOST Complex, Gen. Santos Avenue, Bicutan, Taguig City.



4. The DOST-STII reserves the right to waive any formality in the responses to the eligibility requirements and to this invitation. DOST-STII further reserves the right to reject any and all proposals, or declare a failure of bidding, or not award the contract, and makes no assurance that the contract shall be entered into as a result of this invitation without thereby incurring any liability in accordance with Republic Act (RA) No. 9184 and its Implementing Rules and Regulations.
5. For further information, please refer to:

JONA M. BERNAL
BAC Secretariat
Telephone No. 837-2071 loc. 2145

ALAN C. TAULE
BAC Chairperson

Approved by:

RICHARD P. BURGOS
Director



TERMS OF REFERENCE

PROJECT : DOST-STII Occupational Safety and Health Program
PROPOSER : SCIENCE AND TECHNOLOGY INFORMATION
INSTITUTE – FINANCE AND ADMINISTRATIVE DIVISION,
PERSONNEL SECTION

I. RATIONALE

Philippines has been considered as one of the high-risk countries from Corona Virus (COVID-19) outbreak due to its proximity to the origin country. The first case in the country was confirmed in January 2020. Since then, the government has monitored emerging cases to contain the spread of the virus. However, since the COVID-19 has an easy method and fast-paced transmission, the country's number of cases has significantly risen within just two months from the first day of the confirmed case. As the government realizes the impact of the virus on the country's national security, President Rodrigo Duterte signed Proclamation No. 922, otherwise known as "Declaring a State of Public Health Emergency throughout the Philippines to address the issues of the pandemic. It was followed Proclamation No. 929, which put the whole Philippines under the State of Calamity for six (6) months starting 16 March 2020 and imposed an Enhanced Community Quarantine (ECQ) throughout Luzon to control the spread of the virus totally.

One of the provisions under ECQ was to limit the number of personnel who will work physically at their offices or temporarily close the establishments to lessen the contact of people. Despite the provision, transmission of virus still happened. Recognizing the need to ensure the safety of government workplace, the Civil Service Commission (CSC), Department of Health (DOH), and Department of Labor and Employment signed the Joint Memorandum Circular No. 1, s. 2020 or the Occupational Safety And Health (OSH) Standards For The Public Sector which purpose is to institutionalize occupational safety and health (OSH) in government workplaces. This Joint Memorandum Circular No. 1, s. 2020 not only focuses on mitigating the transmission of the virus but also aims to protect public servants from possible injuries, sickness, damage of properties, and death by ensuring that the workplace has met OSH's standards. Before, implementation of OSH was only required for private sectors; now, public sectors are also required to establish their own OSH Program, create a Safety and Health Committee, and appoint a Safety Health Officer.

In view of these, the DOST-STII will be developing Occupational Safety and Health Program to strengthen workplace security and safety and ensure compliance to the memorandum circular.

II. OBJECTIVE

- To design and implement an Occupational Safety and Health Program for DOST-STII based on the Department of Labor and Employment- Occupational Safety and Health (OSH) and Civil Service Commission (CSC) standards.
- To assist in producing essential documents in compliance with the OSH registration.

III. SCOPE OF WORK

I. Development of Occupational Safety and Health Program for DOST

- DOST commitment to comply with OSH requirements
- Drug-free workplace (RA 9165)
- HIV-AIDS (RA 11166)
- Tuberculosis (EO 187-03)
- Hepatitis B (DOLE DA 05-2010)
- Mental health services in the workplace (RA 11036) and healthy lifestyle

II. Setting up OSH Personnel (Functions & responsibilities)

- Safety Officer (with BOSH)
- Nurse (with OHNAP)
- First Aid (with PNRC ID)
- Safety Committee (consisting of Chairperson, Secretary, Ex-Officio members and employees/workers)

IV. PROJECT DELIVERABLES AND TIMELINES

The contract shall be completed in three (3) months to commence upon the issuance of Notice to Proceed. The consultant shall perform the scope of work with expected deliverables.

V. QUALIFICATIONS REQUIREMENTS AND SHORTLISTING CRITERIA

The Service Provider to be contracted under this TOR should comply with the eligibility requirements set forth under Section 24 of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Furthermore, the STII requires the services of a reputable and Department of Labor and Employment accredited firm/consultant with at least three (3) years of experience in similar project, including at least one (1) government institution. The consultant's profile must show at least five (5) years of solid experience in Occupational Safety and Health.

Subsequently, the list of eligible and qualified Service Provider shall be evaluated using the Quality-Cost Based Evaluation (QCBE) Procedure:

1. Technical Component (80%)
 - Applicable experience and capability of the firm for at least past three (3) years (40%); and
 - Qualifications of the primary consultant (60%).
2. Financial Component (20%)

VI. GENERAL CONDITIONS

A. Responsibilities of the Service Provider and Key Consultant

1. Develop Occupational Safety and Health Program for DOST
2. Assist the Safety Officer and the Occupational Safety and Health Committee from developing, implementing, to maintaining OSH programs
3. Assist the Safety Officer in producing essential documents in compliance with the OSH registration.
4. Conduct OSH training as requested

B. Responsibilities of DOST-STII

1. Provide the venue, food, and accommodation of the consultant/resource speaker and participants.
2. Document the activities of the program.
3. Ensure full-time attendance of the involved staff.
4. Pay the Service Provider based on the received quotation as per agreed payment terms (subject to usual accounting and auditing rules and regulations).

VII. BUDGET

The proposed budget for the Consultant's Professional Fee is **Thirty-Five Thousand Pesos per month (P 35,000.00/ per month)**, inclusive of government taxes, payable on a monthly basis.

Prepared by:

Reviewed by:


MA. BERNADETTE C. MEDRANO
Administrative Officer II


MA. KRISTINE B. REYES
Administrative Officer V

Recommending Approval:


ARLENE E. CENTENO
Chief, FAD

Approved by:


RICHARD P. BURGOS
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