



# GSIS Government Service Insurance System

CAGAYAN DE ORO BRANCH OFFICE

Mayor P.N. Roa St., Brgy. Carmen, Cagayan de Oro City 9000 Misamis Oriental

## REQUEST FOR QUOTATION

The **GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS)** invites all interested registered suppliers to submit quotations for:

DESCRIPTION	Quantity	Unit
<p><b>PROVISION, SUPPLY, AND DELIVERY OF THE CY2017 ANNUAL MEDICAL AND PHYSICAL EXAMINATION (AMPE) FOR 32 GSIS CAGAYAN DE ORO BRANCH OFFICE EMPLOYEES (SALARY GRADE 26 AND BELOW)</b></p> <p><i>in accordance with the attached Terms of Reference (TOR)</i></p>	1	lot

**APPROVED BUDGET FOR CONTRACT: PhP83,200.00**

**NOTE: Please submit quotations in a SEALED envelope.**

Forms may be secured from the Office of the Branch Manager, GSIS Cagayan de Oro Branch Office, Mayor P.N. Roa Street, Brgy. Carmen, Cagayan de Oro City.

The last day of submission of quotation shall be on 19 July 2017, not later than 5:00 PM.

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Place of Submission of Quotation : Office of the Branch Manager  
GSIS Cagayan de Oro Branch Office  
Mayor P.N. Roa Street, Brgy. Carmen  
Cagayan de Oro City

# TERMS OF REFERENCE

## PROVISION, SUPPLY, AND DELIVERY OF THE CY2017 ANNUAL MEDICAL AND PHYSICAL EXAMINATION (AMPE) FOR GSIS BRANCH OFFICE EMPLOYEES (SALARY GRADE 26 AND BELOW)

### I. INTRODUCTION

The Annual Medical and Physical Examination (AMPE) is a mandatory tool to monitor the health status of employees (Salary Grade of 26 and below) by providing on-site services like routine diagnostic, screening and other ancillary procedures to ensure that early detection and adequate treatment of any illnesses. The AMPE is included under the GSIS Health and Wellness Program as contained in the Policies and Procedural Guidelines No. 246-13 approved by the GSIS Board of Trustees under Resolution No. 112 dated 10 October 2013.

The conduct of the AMPE shall commence preferably on the month of July within the current calendar year while the drug test shall be conducted all throughout the year. Employees may opt to undergo the AMPE on weekdays on-site and/or on weekends at designated accredited clinics.

### II. COVERAGE

A GSIS employee with SG 26 and below, assigned in **Cagayan de Oro Branch Office**, holding a permanent, temporary or co-terminus appointment, and who is in the service as of the date of effectivity of this Agreement shall be covered.

Newly-hired employees who already underwent the required pre-employment medical screening and examinations shall be required to undergo the AMPE on the succeeding year from the time they are appointed but will be required to undergo the random drug screening test.

The total number of warm bodies (manpower complement) with SG 26 and below of GSIS Cagayan de Oro Branch Office as of 30 June 2017 is thirty two (32).

### III. SCOPE OF WORK

A. The following required diagnostic and screening procedures/examinations shall vary depending on the specific age bracket:

1. For 30 years of age and below (Male and Female):

- a. Physical Examination
- b. Routine Urinalysis
- c. Complete Blood Count with platelet count
- d. Chest X-Ray (Plain) : Posterior-Anterior (PA) View
- e. 12-Lead Electrocardiogram (ECG)
- f. Dental Examination

2. For 31 to 45 years of age (Male and Female):

- a. Physical Examination
- b. Basic Optical Examination (Visual Acuity View)
- c. Routine Urinalysis
- d. Complete Blood Count with platelet count
- e. Chest X-ray (Plain): Posterior-Anterior (PA) View
- f. Blood Chemistry (Fasting Blood Sugar, Total Cholesterol and Uric Acid Determination)
- g. 12 Lead Electrocardiogram (ECG)
- h. Dental Examination

3. For 46 years of age and above (Male and Female):

- a. All procedures and examinations mentioned above
  - b. Blood Chemistry to include: Liver Enzymes (SGPT and SGOT) and Lipid Profile (Triglycerides, HDL, LDL, VLDL), Blood Urea Nitrogen and Creatinine
4. Employees shall be subjected to monthly random drug screening

#### IV. TERMS AND CONDITIONS

- A. All diagnostic procedures of GSIS branch employees shall be performed on-site and/or at the clinic of the Service Provider.
- B. The drug screening, on the other hand, shall be held separately from the AMPE. The employees shall be randomly selected and shall proceed to the laboratory facility of the Service Provider. The Service Provider shall cover the cost of confirmatory drug tests and other related and/or related expenses for those tested to be positive.
- C. The drug screening of GSIS branch employees shall be conducted throughout the remaining year. The Branch office personnel may be required to undergo the said test more than once if randomly selected within the year. The Branch Office Head shall determine the number of employees (**minimum of 20% of the total population**) who will be included in the random selection depending on the number of employee per Branch Office.
- D. The accredited diagnostic and multi-specialty clinics must have the following attributes:
1. Duly accredited or licensed by the Department of Health (DOH);
  2. Fully-functional equipment (i.e. X-ray and ECG machine, blood chemistry analyzer);
  3. Clean and well maintained facilities (air-conditioned, preferably with two separate comfort rooms for male and female patients);
  4. Courteous and well trained staff but not limited to: one (1) physician, receptionist, radio-technologist, medical technologist, optometrist, and two (2) nurses; and
  5. Available and open to employees from 7:30AM up to 7:30PM (Monday to Sunday).
- E. The AMPE and the drug screening shall have separate schedules or be arranged by the Branch Head with concurrence of the concerned Vice President and/or Senior Vice President. The Branch Head shall endorse to the Service Provider coordinator the list of employees who shall undergo the AMPE and those randomly selected for drug screening prior to the scheduled date.
- F. A **consolidated report (Annex A)** detailing the physician's findings, patient's history and laboratory results must be submitted by the Service Provider in soft and printed copy directly to the Branch Head. The BO Head shall forward the consolidated report to the Medical and Wellness Services Department (MWSD). All medical records, laboratory results and other important information obtained by the Service Provider shall be treated with confidentiality.
- G. The Service Provider shall not use or disclose such confidential information, or any part thereof, in any manner other than is necessary to perform its services under this Agreement or as required by law. Relative thereto, the GSIS agrees to support and coordinate with the Service Provider, its directors and/or officers, employees, or duly authorized representatives, in their defense against any action, sum of money, liability, damages, and claims which any third party may bring against the Service Provider as a direct or indirect result of the GSIS having received and/or used the confidential information.
- H. The Service Provider shall secure the written waiver of rights from the employees of the right to the confidentiality of information between the physician and patient for procedures and examinations undertaken in behalf of the GSIS. The written waiver shall include the authorization for the Service Provider to submit to the GSIS all documents for incorporation in the health profile of the employees.
- I. All documents, records, reports, receipts and information about the AMPE/drug screening,

including those recorded in database systems of the Service Provider shall be the property of the GSIS.

- J. The Service Provider is required to submit the following to the GSIS BO in accordance with the prescribed period:
1. Schedule of prices per procedure/examination;
  2. Advance copy of the AMPE results of employees with abnormal findings within seven (7) calendar days after the scheduled date and it shall include the recommendations from the examining/evaluating physicians;
  3. Report of positive drug screening test two (2) days after the scheduled date;
  4. Advance copy of list of employees with positive confirmatory drug testing results within two (2) weeks after the screening date;
  5. Hard copies of the AMPE results (in duplicate forms) and the consolidated report in a sealed package within ten (10) working days after the scheduled testing;
  6. Written report of employees who failed to undergo and/or complete the AMPE on the third working day of the succeeding month; and
  7. List of employees who failed to undergo the drug screening at the end of the screening day. The Branch Head shall instruct the said employee to comply and undergo the drug screening.

## V. TERMS OF PAYMENT

- A. Payment shall be based on the cost of the specific AMPE procedure/s that an employee underwent. The total amount for all the procedures/examinations per employee shall not exceed two thousand and six-hundred pesos (₱2,600.00) for the set of procedures and examinations.
- B. The Service Provider shall forward the Statement of Account (SOA) and other pertinent documents especially the **consolidated report** for the services rendered within ten (10) working days from the last scheduled testing/screening date.
- C. The GSIS BO Head shall review and validate the above-mentioned documents within three (3) working days after the receipt of the said documents for queries and/or clarifications. In case of errors (e.g., double billing, erroneous entries, etc.) the documents shall be endorsed and returned to the Service Provider for appropriate action.
- D. The GSIS shall have a period of fifteen (15) working days to process payment that shall commence after completion of the review and validation of the following documents submitted by the Service Provider:
1. Statement of Account;
  2. Procedure/examination and/or random drug screening results; and
  3. Transmittal list that shall contain the following information-name of employee, date of examination/procedures, types of procedures /examination and payment due for each employee.
- E. All payments shall be subject to existing accounting and auditing rules applicable to GSIS.
- F. The Service Provider agrees that any payment due and payable and/or may be due the Service Provider shall be offset against any amount due to the GSIS under the Agreement, such as but not limited to liquidated damages.

## VI. PROJECT DURATION

1. The duration of the project shall not exceed three (3) months upon issuance of a notice to proceed to the Service Provider but in no case shall go beyond 29 December 2017. However, the random drug screening will continue throughout the remaining year.
2. Notwithstanding any provisions to the contrary, the GSIS shall have the right, power and privilege to terminate the services of the Service Provider for any unjustifiable cause whatsoever without need of judicial action by giving thirty (30) calendar days Written Notice to that effect to the Service Provider, which hereby agrees to abide by the decision of the GSIS.

#### **VII. PENALTY CLAUSES**

1. In case the Service Provider fails to render the AMPE procedure and/or examinations as scheduled for any reason whatsoever, the Service Provider shall be liable, and pay in favor of the GSIS the full amount allowed for the said services and/or other expenses incurred by reason of such failure.
2. The Service Provider shall not assign or sub-contract the services or any portion thereof covered by the Plan without the prior written approval of the GSIS. Violation of this condition may be a ground for the cancellation of the Contract by the GSIS.

#### **VIII. APPROVED BUDGET**

The approved budget is **PhP83,200.00**.