



**PASEGURAHAN NG MGA NAGLILINGKOD SA PAMAHALAAN
(GOVERNMENT SERVICE INSURANCE SYSTEM)**
Cotabato Branch Office, Gov. Gutierrez Avenue, Cotabato City 9600

REQUEST FOR QUOTATION

The GOVERNMENT SERVICE INSURANCE SYSTEM invites all interested registered vendor/supplier/service provider to submit quotations for:

| | | | |
|----------------|------------|--|----------------------|
| One (1) | LOT | Annual Medical and Physical Examination (AMPE) 2017 for GSIS Cotabato Branch Office (Per attached Terms of Reference) | Php 52,000.00 |
|----------------|------------|--|----------------------|

Note: Please submit quotation in a SEALED envelope

Quotation Forms may be secured from the GSIS Cotabato Branch Office, starting 20 November 2017. The last day of submission of quotation shall be on November 27, 2017, not later than 10:00 a.m.

Contact Person/s : Mary Jane R. Villas

Telephone & Fax No. : 064-4213215

Place & Submission of Quotation: Office of the Branch Manager
GSIS Cotabato Branch Office
Gov. Gutierrez Avenue, Cotabato City

9600



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TERMS OF REFERENCE

PROVISION, SUPPLY, AND DELIVERY OF THE 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 (SG) 26 and below) by requiring them to undergo routine diagnostic, screening and other ancillary procedures to ensure the early detection and adequate treatment of any illnesses. The AMPE is included in the GSIS Health Evaluation and Maintenance System (HEMS) which is contained in the Policies and Procedural Guidelines (PPG) No. 149-97 approved by the GSIS Board of Trustees under Resolution No. 182 dated 08 May 1997.

The conduct of the AMPE shall commence preferably on the month of October within the current calendar 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 ***GSIS Cotabato 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.

III. SCOPE OF WORK

A. The required diagnostic and ancillary procedures/examinations are as follows:

1. Complete Physical Examination (PE)
2. Routine urinalysis
3. Complete Blood Count (with platelet count)
4. Blood Chemistry, to include:
 - a. Fasting Blood Sugar
 - b. Uric Acid
 - c. Lipid profile
 - d. Blood Urea Nitrogen and
 - e. Creatinine
5. Chest X-ray (Posterior-Anterior view)
6. 12-Lead Electrocardiogram
7. Visual Acuity (VA) examination
8. Dental examination
9. Drug Screening (methamphetamine and tetra-hydrocannabinol)



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IV. TERMS AND CONDITIONS

- A. All diagnostic procedures including the drug tests of GSIS branch employees shall be performed on-site and/or the clinic of the Service Provider.
- B. The accredited diagnostic and multi-specialty clinics must have the following attributes:
 - 1. Must be 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
 - 5. Available and open for employees from 7:30AM up to 7:30PM (Monday to Sunday)
- C. 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/or drug screening prior to the scheduled date.
- D. All tests results will be submitted by the Service Provider in soft and printed copy directly to the Branch Head. The BO Head shall forward a copy of the results 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.
- E. 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.
- F. 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



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GSIS all documents for incorporation in the health profile of the employees.

- G. 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.
- H. 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. Advance copy of employees with confirmed positive drug screening results within three (3) working days after the screening date
 - 4. Hard copies of the AMPE results (in duplicate forms) in a sealed package within two (2) weeks after the scheduled testing where a copy of the said results shall be forwarded to the Medical Officer I, MWSD
 - 5. Written report of employees who failed to undergo and/or complete the AMPE on the third working day of the succeeding month
 - 6. 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 AMPE.

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 for the services rendered within two (2) weeks 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:



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1. SOA
 2. Procedure/examination and/or random drug screening results
 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.
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-contact the services or any portion under the provisions of the AMPE without the written approval of the GSIS. Violation of this condition shall be a ground for the cancellation of the agreement by the GSIS