



## TECHNICAL SPECIFICATION

### 1. Annual Executive Check Up

- 1.1 Item for Procurement:**  
Annual Executive Check Up and Monthly Random Drug Test
- 1.2 Approved Budget :**  
Sixty Three Thousand Pesos (PHP 63,000.00) inclusive of all applicable taxes
- 1.3 Brief Discussion:**  
The Annual Medical and Physical Examination (AMPE) is a mandatory tool to monitor the health status of employees 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 (PPG) No.246-13 approved by the GSIS Board of Trustees under Resolution No. 112 dated 10 October 2013 while the Random Drug Test is in compliance with Resolution No. 224 dated 28 November 2017 approving the PPG No. 325-18 or the 2017 GSIS Drug-Free Workplace Program.
- 1.4 Scope of the project :**  
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 random drug screening
- 1.5 Specifications:** Not Applicable
- 1.6 Manpower Requirements:** Not applicable
- 1.7 Support Services Requirements:**



Laboratory personnel are required to administer various tests at the Office or desired venue

- 1.8 Warranty and after-sales service requirements:**  
A consolidated report 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.
- 1.9 Standard of Workmanship:** Not applicable
- 1.10 Brand and specification:** Not applicable
- 1.11 Drawings/Plans and other Specification:** Not applicable
- 1.12 Schedule and Place of Delivery:**  
Random Drug Test will be done monthly and Semi Annually  
Annual Executive Check-up must be provided by June, 2020
- 1.13 Terms of Payment**  
The prices indicated shall be valid within 100 calendar days or until a Purchase Order is issued whichever comes first.
- The above mentioned services shall be paid within fifteen (15) working days after receipt of the billing together with other supporting documents from the service provider. The services rendered must be duly found to be satisfactory in accordance with the agreement between GSIS and the service provider. All payments shall be subject to existing accounting and auditing rules and regulations applicable to the GSIS.
- 1.14 Responsibilities of the End-User Unit during project implementation:**  
The Branch Office shall forward the consolidated report to the Medical and Wellness Services Department (MWSD).

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Branch Manager