

## TECHNICAL SPECIFICATIONS

### COVID 19 Reverse Transcription Polymerase Chain Reaction (RT-PCR) Based Testing of GSIS Cagayan de Oro Branch Office Personnel and Non-Personnel

#### I. INTRODUCTION

The Coronavirus Disease 19 (COVID 19) is a highly transmittable viral infection caused by Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-Cov-2) which emerged from Wuhan, China in December 2019. On 30 January 2020, the Philippine Department of Health reported the first case of COVID 19 in the country from a Chinese national who arrived from Wuhan, China. On that same date, the World Health Organization in Geneva, Switzerland activated the highest level of alert declaring COVID 19 as a public health emergency of international concern.

In response to the growing pandemic of the COVID 19 in our country, President Rodrigo R. Duterte on 15 March 2020 imposed the enhanced community quarantine (ECQ); a total lockdown restricting the movement of the population including temporary closure of non-essential shops and businesses. The ECQ was extended three times (until 30 April 2020, until 15 May 2020 and until 31 May 2020) to prevent further spread of the disease and avoid the second wave of the pandemic. Currently, there are **31,825** people infected by COVID 19 and there is no cure yet (*update as of 24 June 2020*).

The GSIS Board of Trustees in the Management Committee (ManCom) meeting held last 12 May 2020 has approved under Board Resolution No. 51 dated 08 June 2020 the mass testing of GSIS and non-GSIS personnel in the GSIS Offices for the COVID 19 using the Reverse Transcription Polymerase Chain Reaction (RT-PCR) test. The RT-PCR tests will be procured under Negotiated Procurement – Emergency Cases pursuant to Section 53 (b) of RA 9184 and Section 53.2 of the 2016 Revised Implementing Rules and Regulations following the procedures laid down in Government Procurement Policy Board Nos. 06-2020 and 09-2020.

#### II. COVERAGE

All GSIS employees working at **GSIS Cagayan de Oro**, holding a permanent status, Job Order Contract and non-GSIS personnel.

The total number of COVID19 RT-PCR tests that will be administered is **62** broken down as follows:

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Permanent employees	:	35
Job Order personnel	:	8
Non-GSIS employees	:	19

The COVID 19 RT-PCR testing schedules are to be determined by the Service Provider in coordination with the Branch Manager and the Medical and Wellness Services Department.

A system shall be adopted whereby priority for testing will be given to those who are symptomatic with flu-like illness, with history of exposure, more than 60 years old, immunocompromised with co-existing chronic illnesses, pregnant, certified as a person with disability, identified as high risk, or front liners.

### III. SCOPE OF WORK

1. The Service Provider shall:

- A. Provide the SARS-CoV-2 testing services specifically the Reverse Transcription Polymerase Chain Reaction (RT-PCR) tests to all GSIS personnel and non-personnel in **GSIS Cagayan de Oro**;
- B. Provide testing services to persons referred by GSIS in accordance with its status as a *PHILHEALTH Accredited Testing Laboratory* as well as in keeping with prevailing laws, rules and regulations;
- C. Have a Certificate of Accreditation for COVID 19 RT-PCR Onsite Testing from the Department of Health (DOH) and shall follow existing DOH guidelines and procedures;
- D. Ensure that its testing laboratory for SARS-Cov-2 adhere to the standards and accepted protocols set forth in *PHILHEALTH Circular No. 2020-0010 (Benefit Package Testing for SARS-CoV-2)*;
- E. After testing, shall submit to the duly authorized representative of GSIS, the following document as the only accepted proof of testing services required for a faster and simplified process: Service Provider's summary of test results duly certified by Service Provider's molecular pathologist as submitted to the DOH and RITM and/or attached agencies subject, however, to the provisions of the Data Privacy Act of 2012;
- F. On a best efforts basis, endeavor to adopt global best practices and currently-available medical and diagnostic technologies to ensure the accuracy of its testing results;
- G. Assign a point/contact person or representative from the Service Provider who will specifically coordinate with and address concerns of the GSIS by working with the latter's own point/contact person or authorized representative; Provided, that submission of the test results and any other documents or reports stipulated in this Agreement by the Service Provider to GSIS representative's is considered compliance with SP's obligations stipulated in Clause 1.(D) above; and
- H. Provide, supply, and deliver a professional unit or group who shall conduct the onsite COVID 19 RT-PCR testing within the GSIS CO premises and GSIS Branch Offices. This shall include personnel (health care professionals, technicians, staff assistants, etc.), complete personal protective equipment, disposable cups used for drinking, wireless internet connection, signage, and appropriate garbage/disposal bins especially for hazardous wastes and other supplies and equipment necessary to carry out the RT-PCR testing.
- I. Provide the GSIS with educational materials regarding the COVID testing (process, procedures, etc.) which the GSIS can share among its employees for information purposes;
- J. Test at least **62**, GSIS personnel/non-personnel ***IN ONE DAY ONLY***);
- K. Accommodate employees who were not tested during the scheduled testing day. They shall be endorsed by the Branch Manager to be tested during at any time in the Service Provider's laboratory.
- L. Obtain a signed waiver from each employee which allows the Service Provider to release the result to the GSIS.

M. Submit the following to the Medical Officer II/I, HCSD, MWSD in accordance with the prescribed period in accordance with the prescribed period:

1. Hard copies of the COVID 19 RT-PCR test results, including a consolidated report in a sealed package, within three (3) days after the conduct of each scheduled testing;
2. Advance copy of list of employees with positive COVID 19 RT-PCR test results in a sealed package within two (2) days after the conduct of the COVID 19 testing;
3. List of employees who failed to undergo the COVID 19 testing at the end of each testing day.
4. Statement of Account (SOA) within two weeks from the last scheduled testing.
5. The SOA shall include a list of employees tested; date tested and amount due per employee tested; and
6. Summary of test results duly certified by the Service Provider's molecular pathologist as submitted to the Department of Health (DOH).

2. The GSIS shall:

- A. Provide an area specifically for COVID 19 RT-PCR testing.
- B. Provide the Service Provider with the personal data of all duly encoded and transferred to the latter online prior to providing testing services to said persons, as well as a master list of the same;
- C. Pay the Service Provider based on the actual number of employees who underwent the COVID 19 RT-PCR test subject to existing accounting and auditing rules applicable to GSIS. Payment of which shall not exceed the contract price.
- D. Review and validate the submitted documents below within fifteen (15) working days after the receipt of the said documents for queries and/or clarifications. In case of errors (i.e. double billing, erroneous entries, etc.) the documents shall be endorsed and returned to the Service Provider for appropriate action.
  1. Statement of Account (SOA);
  2. Transmittal list that shall contain the following information: name of employee, date of COVID 19 RT-PCR testing and payment due for each employee.
  3. Summary of test results duly certified by the Service Provider molecular pathologist as submitted to the Department of Health (DOH) and the Philippine Health Insurance Corporation (PHILHEALTH).
- E. After the completion of validation and review of the said documents, the GSIS shall process payment within thirty (30) working days.
- 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.

### III. CONFIDENTIALITY

- A. **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 the Contract 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. Any violation of the confidentiality of records shall be subject to legal actions.
  
- G. All documents, records, reports, receipts and information about the Covid 19 RT-PCR testing, including those recorded in database systems of the Service Provider shall be the property of the GSIS.

### IV. CONTRACT PERIOD

- A. The Contract Period shall commence upon issuance of the Notice to Proceed to the Service Provider until upon completion of the services and/or obligations of both parties.
  
- B. 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.

### V. PENALTY CLAUSES

- A. In case the Service Provider fails or refuses, for any reason whatsoever, to render the required COVID 19 RT-PCR testing as scheduled, 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.
  
- B. The Service Provider shall not assign or sub-contract the COVID 19 RT-PCR testing services without the written approval of the GSIS. Violation of this condition shall be a ground for the cancellation of the Contract by the GSIS.

The GSIS shall have the right to pre-terminate this Contract in whole or in part for default of the Service Provider or breach or violation of the terms and conditions of this Contract without need of judicial action or for just cause to be determined by the GSIS, which determination shall be final and binding to the Service Provider.

### VI. APPROVED BUDGET

The approved budget for the Contract is Php7,600.00 per pax  
**(The amount is based on the requirement of the concerned branch).**

  
**MA. CECILIA G. VEGA**  
Branch Manager