

TECHNICAL SPECIFICATIONS
SERVICE PROVIDER TO SUPPLY AND DELIVER THE 2022 ANNUAL PHYSICAL EXAMINATION (APE)
FOR THE TOURISM PROMOTIONS BOARD (TPB)'S REGULAR EMPLOYEES

I. INTRODUCTION:

Pursuant to Administrative Order No. 402 (A.O. 402), an annual medical check-up for government officials and employees is authorized to be established in 1998. A.O. 402 provides that all government agencies and GOCCs shall provide, among others, a health program for their employees. This includes free annual mental and medical-physical examinations for all permanent employees who have been in the service for at least one (1) year and employees as of 31 December 2021.

The Annual Physical Examination (APE) is a mandatory tool to monitor the health status of employees by providing laboratory/medical services like routine diagnostic, screening, and other ancillary procedures to ensure early detection and adequate treatment of any illness.

The APE of employees shall be administered at the TPB office (Pantry) (on-site administration).

II. TARGET IMPLEMENTATION DATE:

By Batches : 1st batch = 12 May 2022
 2nd batch = 13 May 2022

- Subject to change without prior notice /indicative date

III. SCOPE OF SERVICES / DELIVERABLES

- TPB Personnel as of 31 December 2021:
 1. Regular employees - 112 (APE and Drug test)
 2. Job order employees - 54 (Drug test only)
- Physical Examination
- Basic Optical Examination (Visual Acuity View)
- Routine Urinalysis
- Routine Fecalysis
- Complete Blood Count with Platelet Count
- Chest X-ray (Plain): Posterior-Anterior (PA) View
- Blood Chemistry
 - Fasting Blood Sugar
 - Total Cholesterol
 - Uric Acid Determination
 - Liver Enzymes (SGPT and SGOT)
 - Lipid Profile (Triglycerides, HDL,LDL, VLDL)
 - Blood Urea Nitrogen

- Creatinine
 - Blood Typing
- Dental Consultation/ Examination
- 12 Lead Electrocardiogram (for 35 years old and above)
- **Drug Test**
- **Pap smear (for 35 years old and above)**
- Must provide Consent Forms for employees
- Fully functional equipment (i.e., X-ray and ECG machine, blood chemistry Analyzer)
- Courteous and well-trained staff but not limited to one (1) physician, receptionist, radio- technologist, medical technologist, optometrist, and two (2) nurses.
- Available and open for employees 9:00 AM to 5:00 PM (Monday to Saturday) (in the case concerned personnel are unable to undergo the administration as scheduled)
- A consolidated report detailing the physician's findings, patient's history, and laboratory results must be submitted by the Service Provider in a soft and printed copy to the TPB Medical Officer. All medical records, laboratory results, and other important information obtained by Service Provider shall be treated with confidentiality.
- The Service Provider shall provide free referral and consultation to Specialists in case of abnormal laboratory results or physical examination in accordance with the recommendations of the APE Program.
- 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.
- All documents, records, reports, receipts, and information about the APE including those recorded in the database systems of the Service Provider shall be the property of the TPB.
- The Service Provider is required to submit the following to the TPB Medical Officer in accordance with the prescribed period:
 - a. Schedule of prices per procedure/examination
 - b. Advance copy of the APE results of employees with abnormal findings within five (5) working days after the scheduled date and it shall include the recommendations from the examining/evaluating physicians
 - c. Hard copies of the APE results (in duplicate forms) and the consolidated report in a sealed package within ten (10) working days after the scheduled testing.
- All diagnostic procedures shall be performed at the TPB office by the Service Provider.
- The Service Provider should have a clinic in the Manila area.
- TPB Personnel and Human Resource Development Division (PHRDD) shall set a schedule and provide a list of TPB employees who are entitled to the Annual Physical Examination (APE).
- The service provider must facilitate employees who were not able to avail of the APE at the TPB office endorsed by the PHRDD.
- The Service Provider shall make a control system to validate the entitled employees for the APE.

- Checklist of what to do in preparation for the APE Program must be submitted to the TPB Medical Officer before the APE schedule for distribution to employees

IV. ELIGIBILITY REQUIREMENTS:

A. STANDARD REQUIREMENTS:

The accredited diagnostic and multi-specialty service provider must have the following attributes:

- a. Valid Mayors Permit 2022
- b. PhilGEPS Certificate
- c. Income/Business Tax Return
- d. Omnibus Sworn Statement (OSS)
- e. Company Profile

B. ADDITIONAL REQUIREMENTS:

- Must be duly accredited or licensed by the Department of Health (DOH)
- At least five (5) years in operation (Provide a list of clients (2018-2022))

V. APPROVED BUDGET FOR THE CONTRACT (ABC):

The approved budget for the contract includes administrative costs/fees amounting to **FIVE HUNDRED NINETY THOUSAND FORTY PESOS ONLY (PhP590,040.00)** inclusive of all applicable fees and taxes.

(PhP4,500.00 x 112 employees = PhP504,00.00

(PhP600.00 x 54 employees = PhP32,400.00

(Administrative fee/cost = PhP53,640.00 (2 days)

VI. TERMS OF PAYMENT:

- A. Bill should cover only the actual number of personnel as of the date of receipt of notice to proceed
- B. Send bill arrangement.
- C. All payments shall be subject to existing auditing and accounting rules applicable to TPB.
- D. Should the TPB employee request additional tests, the employee shall shoulder its cost, on a personal account (cash-basis).
- E. Payment within thirty (30) days upon full completion of the services and submission of the invoice.