



PROJECT : **ENGAGEMENT OF MEDICAL SERVICES PROVIDER FOR THE 2016 ANNUAL PHYSICAL EXAMINATION (APE) OF THE MINSCAT – BONGABONG CAMPUS PERSONNEL**

APPROVED BUDGET FOR THE CONTRACT : **One Hundred Fourteen Thousand Two Hundred Thirty Nine Pesos (Php 114,239.00) inclusive of all applicable taxes and other charges**

SUBJECT : **TERMS OF REFERENCE**

### **I. Service Structure**

To provide the necessary medical and laboratory equipment and competent medical personnel who will conduct the Annual Physical Examination (APE) to all personnel of Mindoro State College of Agriculture and Technology – Bongabong Campus (MinSCAT – BC) .

### **II. Scope of Work**

1. The APE shall be conducted in a hospital complete with the necessary tertiary medical/laboratory equipment and manned by qualified medical personnel.
2. The Contractor will conduct the APE to an estimated number of one hundred seventy (170) personnel with the following distribution:

	Below 40 years old	40 years old and above	Total
<i>MALE</i>	17	15	32
<i>FEMALE</i>	23	16	39
			71

3. The Schedule of Benefits for the APE are as follows:

#### 3.1 Laboratory Examinations

- a. CBC
- b. Urinalysis
- c. Fecalalysis
- d. Fasting Blood Sugar (FBS)
- e. Creatinine
- f. Blood Uric Acid (BUA)
- g. Total Cholesterol
- h. Triglycerides
- i. SGOT
- j. SGPT

#### 3.2 Chest X-Ray

#### 3.3 Physical Examination and Health History

- 3.4 Electrocardiograph (ECG) – for personnel forty (40) years old and above and for those under forty (40) years old if indicated as necessary.



4. The Contractor must make sure that all medical exams included in the APE Schedule of Benefits are readily available during the schedule APE administration.
5. The number of personnel availing the APE as indicated in the Scope of work is not guaranteed and may change in the course of engagement period but not to exceed the total Contract Price.
6. The Contractor shall perform the Physical Examination Procedures only to personnel authorized by MinSCAT – Bongabong Campus.
7. The winning Contractor will be provided with a list of personnel with their respective APE schedule of benefits and administration at least three (3) working days before the start of the APE. All personnel who will not be able to take their APE during their scheduled administration date due to meritorious reasons will be accommodated at the last day of administration.
8. The Contractor shall provide MinSCAT – BC with guidelines/checklist discussing the preparations needed to be done before the APE administration at least seven (7) working days before the scheduled start of the APE.
9. Upon evaluation of medical test results and the Contractor necessitates a repeat or additional test considering a particular diagnosis, the Contractor must inform MinSCAT – BC prior to administering the said procedure.
10. The medical test result of each personnel should be furnished in two (2) copies. One (1) copy will be kept at the MinSCAT – BC Clinic while the other copy will be given to the personnel concerned.
11. The Contractor shall bill MinSCAT – BC for the services rendered upon completion of the schedule APE for all personnel concerned after the last day of release of medical results. MinSCAT – BC shall pay for applicable charges within Fifteen (15) days from receipt of the Statement of Account (SOA) and other billing documents issued by the Contractor. Accordingly, MinSCAT – BC shall deduct and withhold all applicable taxes from the payment to the Contractor.
12. If discrepancies or inaccuracies in the SO are noted, MinSCAT- BC shall notify the Contractor of such and request the former to correct the error and to issue a revised SOA and billing statement reflecting the adjustments based on the correct computation of the charges. If the charges in the revised SOA and billing documents are in order, MinSCAT – BC shall pay for the amount within fifteen (15) days upon receipt of the revised SOA from the Contractor.
13. All medical records and other documents pertaining to the APE and doctor-patient transactions are considered as confidential information and proprietary to the MinSCAT – BC. In no case will the Contractor or its medical personnel disclose any confidential information to any party without the written approval of the authorized representative of MinSCAT – BC on the following conditions: when required by law, for purposes of evaluating



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an employee's suitability to work on account of medical reasons, or as requested by the concerned personnel.

14. As integral part of this contract, the Contractor warrants that he/she, or its officials or representatives has/have not given or promised to give any money or gift, to any personnel/official of MinSCAT – BC to influence the decision regarding the awarding of this contract nor has the Contractor or representative extended or utilized any lawful influence to solicit or secure this contract through an agreement to pay a commission, percentage or contingent fee. The Contractor agrees that breach of this warranty shall be sufficient ground for MinSCAT – BC to terminate or cancel the contract, or empower to deduct, at its discretion such commission, percentage, brokerage or contingent fees from the contract price without prejudice to any other person's civil or criminal liability under the Anti-Graft Law and applicable laws.

**CONFORME:**

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Name of Authorized Representative : \_\_\_\_\_

Position : \_\_\_\_\_

Signature : \_\_\_\_\_