



Republic of the Philippines
Province of Albay
City of Tabaco
Office of the City Mayor
Human Resource Management Office

TERMS OF REFERENCE

PHYSICAL EXAMINATION (PE) SERVICES FOR 370 VULNERABLE JOB ORDERS OF LGU TABACO CITY

1. RATIONALE

The City Government of Tabaco is sponsoring a Physical Examination Program for vulnerable job orders. This program is to safeguard the health, safety, and productivity of job orders.

2. APPROVED BUDGET FOR THE CONTRACT (ABC)

The total ABC for the project is **Php. 1,000,000.00** inclusive of all applicable government taxes and service charges.

3. PROJECT REQUIREMENTS

a. QUALIFICATION OF SERVICE PROVIDER

The service provider engaged to do the diagnostic and screening procedures / physical examination must meet the following:

- i. Must have a valid Accreditation or License to Operate issued by the Department of Health (DOH);
- ii. Must have a valid License to Operate an X-Ray Facility issued by the Food and Drug Administration (FDA) of DOH.
- iii. Shall have a fully functional equipment (i.e. x-ray and ECG machine, blood chemistry analyzer, etc.)

4. CONTRACT DURATION

The winning service provider shall provide the Physical Examination to the Job Orders of the LGU Tabaco City on the scheduled dates (5 days) as agreed upon by the LGU Tabaco City and the awarded service provider. The service provider shall complete the project including the submission of all deliverables within 30 cd from receipt of notice to proceed.

5. SERVICE DESCRIPTION

This project involves a service provider for the provision of Physical Examination. The LGU Tabaco City Physical Examination (PE) Program will cover approximately **370** vulnerable job orders.

6. SCOPE OF SERVICES

The following are the required diagnostic and screening procedures /examination on both male and female employees:

- | | |
|------------------|-------------------|
| 1. FBS | 8. SGOT |
| 2. BUA | 9. SGPT |
| 3. BUN | 10. Chest X – Ray |
| 4. Creatinine | 11. ECG |
| 5. Cholesterol | |
| 6. HDL/LDL | |
| 7. Triglycerides | |

7. RESPONSIBILITIES / DELIVERABLES OF THE SERVICE PROVIDER

- a. Can provide on-site services or have a mobile clinic or "clinic on wheels" with an examination room, laboratory services, and other medical tests.
- b. Must have a stand-alone clinic/facility located within the Tabaco City that accommodates LGU tabaco City employees who may not be able to attend mobile clinic schedule, with the following:
 - i. Own fully functional equipment (i.e., X-ray, ECG Machine, blood chemistry analyzer and other needs for Physical Examination services).
 - ii. Clean and well-maintained facilities (air-conditioned, preferably with two separate comfort rooms for male and female patients).
- c. Overall Physical Examination report and interpretation must be certified by a physician;
- d. Shall deploy duly licensed, well experienced and courteous staff such as but not limited to:
- e. Shall observe wearing proper medical uniforms, IDS and observe proper hygiene at all times;
- f. Shall provide appropriate garbage /disposal bins to ensure proper disposal of toxic waste materials (e.g., used disposable syringe, cottons, etc.)
- g. Shall ensure quality of medical supplies to be used and accuracy of medical equipment needed for the services;
- h. Shall be able to cater to at least 60 employees per day
- i. A consolidated report detailing the physicians' finding, patient's history and laboratory results must be submitted by the Service Provider in printed copies directly to the Human Resource Management Office.
- j. All medical records, laboratory results and other important information obtained by the Service Provider shall be treated with confidentiality.

- k. 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 as required by law.
- l. All documents, records, reports, receipts and information about the Physical Examination screening, including those recorded in database systems of the Service Provider shall be the property of the LGU Tabaco City.
- m. The Service Provider is required to submit the following to the Human Resource Management Office in accordance with the prescribed period:
 - 1. Advance copy of the Physical Examination results of employees with abnormal findings within five (5) calendar days after the scheduled date and it shall include the recommendations from the examining/evaluation physicians;
 - 2. Hard copies of the Physical Examination results (in duplicate forms) and the consolidated report in a sealed package within seven (7) working days after the scheduled testing.

8. TERMS OF PAYMENTS

Payments shall be made after the completion of the project as detailed below:

- a. Payment shall be granted based on the guaranteed number of employees.
- b. Payment for the total price quoted shall be made upon submission of all the results of laboratory of Physical Examination within 15 days after the release.
- c. The Billing Invoice must show the details (list of employees and laboratory conducted)

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