



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION

**BIDS AND AWARDS COMMITTEE
SUPPLEMENTAL BID BULLETIN NO. 1**

**Comprehensive Mobile Annual Physical Examination for the Insurance
Commission Officials and Employees for CY 2018
(Project Reference No. 2018-10-333)**

This Supplemental Bid Bulletin No. 1 dated 24 October 2018 is being issued to clarify, modify, or amend items in the Bidding Documents for the Comprehensive Mobile Annual Physical Examination for the Insurance Commission Officials and Employees for CY 2018 (Project Reference No. 2018-10-333).

I. The following items are hereby **MODIFIED/AMENDED**:

A. SECTION VI. SCHEDULE OF REQUIREMENTS

I. Medical Procedures of the Comprehensive Annual Physical Examination for Eligible Employees in IC Manila Office

Below are the medical procedures with specific modifications/ amendments:

<i>Medical Services</i>	<i>From</i>	<i>To</i>
2: Blood Typing (with RH Analysis)	Coverage: New employees who are not included in the 2017 APE Quantity: 16 pax	Coverage: All employees Quantity: 212 pax
4: Comprehensive Eye Examination	Tools & Equipment On-Site: Handheld devices such as Direct Ophthalmoscope, and Retinoscope Equipment such as Tonometer and Slit-Lamp	Tools & Equipment On-Site: Handheld devices such as Direct Ophthalmoscope, and Retinoscope Equipment such as Autorefractometer machine, lense meter machine, and Tonometer
9: Thyroid Ultrasound	Coverage: All employees Please refer to 1.2.	Coverage: All employees

<i>Medical Services</i>	<i>From</i>	<i>To</i>
10: Spine X-Ray	Medical Staff On-Site: Please refer to Item 1.b. (Digital Chest X-Ray) Tools & Equipment On-Site: Please refer to Item 1.b. (Digital Chest X-Ray)	Medical Staff On-Site: To be conducted off-site (clinic-based) Tools & Equipment On-Site: Not applicable (N/A)
14: Prostate Ultrasound	Coverage: All male employees 40 yrs. old and above Quantity: 44 pax	Coverage: All male employees Quantity: 82 pax

Below are the items in the Schedule of Requirements with specific modifications/ amendments:

<i>From</i>	<i>To</i>
1.2. Eligible employees may avail of the thyroid ultrasound, if advised by the ENT specialist due to abnormalities in the blood tests results for thyroid functional panel or observations during the examination of the throat.	Delete 1.2.
1.7. Medical Services Item 5: Comprehensive ENT Examination Day 2-6 Item 8: Thyroid Ultrasound Day 2-6	Item 5: Comprehensive ENT Examination Day 6-12 Item 8: Thyroid Ultrasound Day 1-7
Item 10: Spine X-Ray Day 1-5	Item 10: Spine X-Ray To be conducted off-site (clinic-based) – simultaneous with the schedule of the on-site APE
1.10. The Mammogram must be available in at least two (2) clinics/branches, one (1) located at the northern of Metro Manila, while the other at the southern part (Metro Manila). It shall be done by a licensed medical technician. The eligible employees scheduled for the said examinations shall not be considered as walk-in	1.10. The Mammogram and Spine X-Ray must be available in at least one (1) clinic/branch located in Metro Manila . It shall be done by a licensed medical technician. The eligible employees scheduled for the said examinations shall not be considered as walk-in patients, but the Supplier shall designate a special lane for

<i>From</i>	<i>To</i>
<p>patients, but the Supplier shall designate a special lane for them, based on the endorsement to be provided by IC prior to the schedule of examinations. Three (3) consecutive weeks shall be allotted, simultaneous to the schedule of the on-site APE, for the eligible employees to complete their mammogram.</p> <p>The employees may also avail of other medical procedures applicable to them based on the Schedule of Requirements and Technical Specifications at the Supplier's clinic/branch while waiting for their Mammogram procedure, except for the blood extractions which shall be only conducted on-site at the IC Manila Office on the designated schedule.</p> <p>The Supplier shall provide transportation service from IC Manila Office to the clinic/branch located at the northern of Metro Manila and vice versa for eligible personnel to avail of the Mammogram. All concerned medical staff, including the doctors, must be available throughout the schedule of examinations.</p>	<p>them, based on the endorsement to be provided by IC prior to the schedule of examinations. Three (3) consecutive weeks shall be allotted, simultaneous to the schedule of the on-site APE, for the eligible employees to complete their Mammogram and Spine X-ray.</p> <p>The employees may also avail of other medical procedures applicable to them based on the Schedule of Requirements and Technical Specifications at the Supplier's clinic/branch while waiting for their Mammogram and/or Spine X-ray procedures, except for the blood extractions which shall be only conducted on-site at the IC Manila Office on the designated schedule.</p> <p>The Supplier shall provide transportation service from IC Manila Office to the clinic/branch and vice versa for eligible personnel to avail of the Mammogram and Spine X-ray. All concerned medical staff, including the doctors, must be available throughout the schedule of examinations.</p>

II. Comprehensive APE for Employees in IC District Offices – Cebu and Davao

<i>From</i>	<i>To</i>
<p>2.2. The District Office personnel shall avail of the Comprehensive APE at the branch/clinic of the Supplier where all the services are available. Each personnel shall be provided with the opportunity to complete the said APE at one (1) time only until 30 November 2018. The IC shall inform the Supplier prior to the schedule of their APE.</p>	<p>2.2. The District Office personnel shall avail of the Comprehensive APE at the branch/clinic of the Supplier where all the services are available. Each personnel shall be provided with the opportunity to complete the said APE at one (1) time only until 16 December 2018. The IC shall inform the Supplier prior to the schedule of their APE.</p>

B. SECTION VII. TECHNICAL SPECIFICATIONS

I. Coverage and Descriptions of Medical Procedures

<i>Medical Services</i>	<i>From</i>	<i>To</i>
2: Blood Typing (with RH Analysis)	<p>Specifications:</p> <p>Determine the blood type and conduct RH analysis of blood samples</p> <p>Coverage: New employees who are not included in the 2017 APE</p> <p>Quantity: 16 pax</p>	<p>Specifications:</p> <ul style="list-style-type: none"> Determine the blood type and conduct RH analysis of blood samples. Each employee shall be provided with an individual card specifying his/her blood type. <p>Coverage: All employees</p> <p>Quantity: 212 pax</p>
9: Thyroid Ultrasound	<p>Coverage: All employees</p> <p>Please refer to 1.2.</p>	<p>Coverage: All employees</p>
11: Whole Abdominal Ultrasound	<p>Specifications</p> <p>Site specified ultrasound of the abdominal organs:</p> <ul style="list-style-type: none"> - Liver - Spleen - Pancreas - Adrenals - Pelvic Organs - Gallbladder - Appendix - Kidneys - Ureter - Urinary Bladder - Uterus (female) 	<p>Specifications</p> <p>Site specified ultrasound of the abdominal organs:</p> <ul style="list-style-type: none"> - Liver - Spleen - Pancreas - Adrenals - Pelvic Organs - Gallbladder - Appendix - Kidneys - Ureter - Urinary Bladder - Uterus (female) - Prostate (male)
14: Prostate Ultrasound	<p>Specifications</p> <p>Imaging to visualize the structure of the prostate gland</p>	<p>Specifications</p> <p>Imaging to visualize the structure of the prostate gland</p> <p>Please see item I.11.</p>

Medical Services	From	To
	Coverage: All male employees 40 yrs. old and above Quantity: 44 pax	Coverage: All male employees Quantity: 82 pax

II. Individual Medical Results and Analysis Report

From	To
<p>2.1. The Supplier shall issue the individual medical results within fifteen (15) days upon completion of APE of the personnel, except for the blood tests result which shall be issued/released seven (7) days after the blood extraction from the employee was done. The blood tests results are required for employees to undergo comprehensive ENT examination.</p>	<p>2.1. The Supplier shall issue the individual medical results within fifteen (15) days upon completion of APE of the personnel, except for the following:</p> <p>a. Thyroid Ultrasound and Thyroid Function Panel (blood test) results shall be issued/released five (5) days after the employee have undergone the procedures.</p> <p>The Thyroid Ultrasound and Thyroid Function Panel (blood test) results are required for employees to undergo comprehensive ENT examination.</p> <p>b. ECG results shall be issued/released five (5) days after the employee have undergone the procedure.</p> <p>The ECG results shall be the basis for list of IC employees below 40 years old who may be provided with 2D Echocardiogram.</p> <p>To illustrate, employees who undergone thyroid ultrasound, blood extraction (Thyroid Function Panel), ECG results on Day 1 shall receive their test results for these procedures on Day 6). The Thyroid Function Panel (blood test) results should be signed by the licensed pathologist of the Supplier.</p>
<p>2.2. Viewing of medical examination results must be available online</p>	<p>2.2. Viewing of medical examination results must be available online</p>

<i>From</i>	<i>To</i>
through secured access in the company's website. The conduct of medical examinations must be facilitated through an automated process and patient's specimen must be bar coded to preserve integrity. Real-time progress monitoring of the on-site medical examinations must be available through a computerized system.	through secured access in the company's website. During the on-site APE, patient's specimen container must be signed by the patient to preserve integrity. The medical team shall regularly inform the HRD throughout implementation of the APE the status of compliance of IC personnel (i.e. availed procedures per employee).
2.3. The Supplier shall submit to the IC an Analysis Report of the APE done by a medical doctor within the twenty (20) days from the complete issuance/release of all individual medical results, which contains, but is not limited to, the following information: 	2.3. The Supplier shall submit to the IC an Analysis Report of the APE done by an occupational doctor within the twenty (20) days from the complete issuance/release of all individual medical results, which contains, but is not limited to, the following information:

III. Post- APE Consultation

<i>From</i>	<i>To</i>
3.2. For the post-APE consultations, the Supplier shall provide the (1) appropriate Internal Medicine Doctor with specialization according to the top diagnosis based on the APE results, and (2) Occupational Doctor.	3.2. For the post-APE consultations, the Supplier shall provide the appropriate two (2) Internal Medicine Doctors with specialization according to the top two (2) diagnosis based on the APE results.

C. SECTION VIII. BIDDING FORMS

Please see attached revised **IC Form No. 1-A (Detailed Bid Price Schedule For Goods Offered From Within the Philippines)** and **IC Form No. 8 (Statement of Compliance with Section VI and Section VII of the Bidding Documents)**.

II. The following items are given **CLARIFICATION**:

A. SUBMISSION OF PHILGEPS CERTIFICATE

Pursuant to Section 25.2 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, submission of a valid **PLATINUM**

MEMBERSHIP Certificate from the PhilGEPS, **provided that Annex A of the said Certificate must be attached**, shall suffice as compliance with Class "A" Eligibility Documents, per Item 12.1. (a)(i) Section II. Instructions to Bidders (ITB), and the **non-submission of the FOLLOWING** as part of the bidding documents **shall not be a ground for "failed" rating during the bid opening**:

- Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives;
- Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
- Tax Clearance from the Bureau of Internal Revenue; and,
- Audited Financial Statements

Only bids with valid PLATINUM MEMBERSHIP Certificate from the PhilGEPS shall be accepted as "passed". All bids not supported by platinum membership shall be given a "failed" rating during bid opening.

This Supplemental Bid Bulletin No. 1 shall form part of the Bidding Documents. Any provisions in the Bidding Documents inconsistent herewith is hereby amended, modified and superseded accordingly. Items not specifically amended and/or modified including those only supplemented are considered retained and/or applicable.

For the information and guidance of all concerned.

Issued this 24th of October 2018 in the City of Manila.

Original Signed
EDWIN CORNELIUS A. LAUZ
Chairperson
Bids and Awards Committee

Supplemental Bid Bulletin No. 1 and its attachment dated 24 October 2018 for the **Comprehensive Mobile Annual Physical Examination for the Insurance Commission Officials and Employees for CY 2018** (Project Reference No. 2018-10-333) consisting of thirty-eight (38) pages.

Received by:

Name of the Bidder/Company: _____

Name of Authorized Representative/s: _____

Signature/s: _____

Date: _____