



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

Medical Services	From	To
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:

From	To
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

Medical Services	From	To
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: _____

Detailed Bid Price Schedule
For Goods Offered From Within the Philippines

Date: _____
Invitation to Bid No: P.R. No. 2018-10-_____

Project: Comprehensive Mobile Annual Physical Examination for Insurance Commission Officials and Employees for CY 2018

Date of Bidding: _____

Time of Bidding: _____

(Supplier's Name/Address/Tel. No.)

A. FOR MEDICAL SERVICES (including all medical supplies/tools/paraphernalia, hospital/patient gown per employee, and medical team composed of licensed/accredited medical practitioners/professional who shall conduct the medical procedures and run the medical equipment/machines as prescribed in Section VI. Schedule of Requirements & Section VII. Technical Specifications)

NO.	MEDICAL SERVICES	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	Basic APE Package				
	a. Complete Physical Examination	212	pax		
	b. Digital Chest X-Ray (PA and Lateral View)	212	pax		
	c. Complete Blood Count (CBC)	212	pax		
	d. Urinalysis	212	pax		

Name of Bidder: _____

ITB Number: P.R. No. 2018-10-333

Page ____ of ____.

NO.	MEDICAL SERVICES	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
	e. Fecalalysis with Fecal Occult Blood Test (FOBT)	212	pax		
2	Blood Typing (with RH Analysis)	212	pax		
3	Comprehensive Blood Chemistry/Metabolic Panel (for Hepatic, Renal and Thyroid Function) <i>Lipid Profile</i> a. Cholesterol (Total Cholesterol, LDL, HDL) b. Triglycerides <i>Renal Function Panel</i> c. Creatinine d. Blood Uric Acid (BUA) e. Blood Urea Nitrogen (BUN) <i>Electrolytes & Mineral</i> f. Calcium g. Carbon Dioxide (Bicarbonate) h. Chloride i. Phosphate j. Potassium k. Sodium <i>Blood Glucose</i> l. Fasting Blood Sugar m. Hemoglobin A1C [HbA1C]) <i>Hepatic Function Panel</i> n. Alanine Aminotransferase (ALT/SGPT) o. Aspartate Aminotransferase (AST/SGOT) p. Gamma-Glutamyl Transferase (GGT) <i>Thyroid Function Panel</i> q. Thyroid-stimulating Hormone (TSH) r. Total Triiodothyronine (T3) s. Total Thyroxine (T4)	212	pax		

Name of Bidder: _____

ITB Number: P.R. No. 2018-10-333

Page ____ of ____.

NO.	MEDICAL SERVICES	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
5	Comprehensive Ears, Nose and Throat (ENT) Examination	212	pax		
6	Dental Examination (Diagnosis and Oral Prophylaxis)	212	pax		
7	Pap Smear	100	pax		
8	Electrocardiogram (ECG)	212	pax		
9	Thyroid Ultrasound	212	pax		
10	Spine X-Ray	212	pax		
11	Whole Abdominal Ultrasound (including Prostate Ultrasound)	212	pax		
12	Breast Ultrasound	130	pax		
13	Mammogram	100	pax		
14	2D Echocardiogram with Colored Doppler	176	pax		
15	Carotid Ultrasound with Colored Doppler	144	pax		
16	Bone Densitometry	144	pax		

Name of Bidder: _____

ITB Number: P.R. No. 2018-10-333

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B. FOR MEDICAL EQUIPMENT TO BE USED ON-SITE

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	MOBILIZATION FEE PER UNIT	TOTAL MOBILIZATION FEE
1	Mobile X-Ray Van	1	unit		
2	ECG Machine for Male	1	unit		
3	ECG Machine for Female	1	unit		
4	Thyroid Ultrasound for Male and Female	1	unit		
5	Ultrasound Machine for Whole Abdominal and Prostrate for Male	1	unit		
6	Ultrasound Machine for Whole Abdominal for Female	1	unit		
7	Breast Ultrasound Machine for Female	1	unit		
8	2D Echocardiogram Machine with Colored Doppler Machine	1	unit		
9	Carotid Ultrasound Machine with Colored Doppler	1	unit		
10	Bone Densitometry Machine	1	unit		
TOTAL PRICE FOR MEDICAL EQUIPMENT TO BE USED ON-SITE					PhP

Name of Bidder: _____

ITB Number: P.R. No. 2018-10-333

Page ____ of ____.

	TOTAL PRICE
TOTAL PRICE FOR MEDICAL SERVICES (A)	
TOTAL PRICE FOR MEDICAL EQUIPMENT TO BE USED ON-SITE (B)	
<i>TOTAL</i>	PhP
<i>ADD: 12% VAT</i>	
<i>TOTAL BID PRICE</i> <i>In words</i> _____ _____ _____	PhP

Signature over Printed Name:

Authorized Representative of Bidder

Position

Name of Bidder: _____

ITB Number: P.R. No. 2018-10-333

Page ____ of ____.

Statement of Compliance with Section VI and Section VII of the Bidding Documents

Section VI. Schedule of Requirements

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

The Supplier shall conduct the following medical procedures, and provide all medical supplies/tools/paraphernalia, including hospital/patient gown per employee, and equipment/machines to be used on-site, and the medical team composed of licensed/accredited medical practitioners/professional who shall conduct the medical procedures and run the medical equipment/machines:

NO.	MEDICAL SERVICES	COVERAGE	QUANTITY/ UNIT	MEDICAL STAFF ON-SITE	TOOLS & EQUIPMENT ON-SITE	STATEMENT OF COMPLIANCE
1	Basic APE Package					
	a. Complete Physical Examination	All employees	212 pax	1 Male General Medicine Doctor 1 Female General Medicine Doctor (shall also conduct the	1 Hospital Bed each for Male and Female, including partitions	
	b. Digital Chest X-Ray (PA and Lateral View)	All employees	212 pax	1 X-Ray Technician	1 Mobile X-Ray Van	
	c. Complete Blood Count (CBC)	All employees	212 pax	Three (3) Medical Technician/ Assistants shall be designated at the Registration and conduct blood extractions (CBC, Blood Typing and Comprehensive Blood Chemistry)	None	

NO.	MEDICAL SERVICES	COVERAGE	QUANTITY/ UNIT	MEDICAL STAFF ON-SITE	TOOLS & EQUIPMENT ON-SITE	STATEMENT OF COMPLIANCE
	d. Urinalysis	All employees	212 pax	One (1) Medical Assistant for collection of samples for Urinalysis and Fecalysis	None	
	e. Fecalysis with Fecal Occult Blood Test (FOBT)	All employees	212 pax			
2	Blood Typing (with RH Analysis)	All employees	212 pax	<i>Please refer to Item 1.c. (CBC)</i>	None	
3	Comprehensive Blood Chemistry/Metabolic Panel (for Hepatic, Renal and Thyroid Function) <i>Lipid Profile</i> <ul style="list-style-type: none"> a. Cholesterol (Total Cholesterol, LDL, HDL) b. Triglycerides <i>Renal Function Panel</i> <ul style="list-style-type: none"> c. Creatinine d. Blood Uric Acid (BUA) e. Blood Urea Nitrogen (BUN) 	All employees	212 pax	<i>Please refer to Item 1.c. (CBC)</i>	None	

NO.	MEDICAL SERVICES	COVERAGE	QUANTITY/ UNIT	MEDICAL STAFF ON-SITE	TOOLS & EQUIPMENT ON-SITE	STATEMENT OF COMPLIANCE
	<i>Electrolytes & Mineral</i> f. Calcium g. Carbon Dioxide (Bicarbonate) h. Chloride i. Phosphate j. Potassium k. Sodium <i>Blood Glucose</i> l. Fasting Blood Sugar m. Hemoglobin A1C [HbA1C]) <i>Hepatic Function Panel</i> n. Alanine Aminotransferase (ALT/SGPT) o. Aspartate Aminotransferase (AST/SGOT) p. Gamma-Glutamyl Transferase (GGT)					

NO.	MEDICAL SERVICES	COVERAGE	QUANTITY/ UNIT	MEDICAL STAFF ON-SITE	TOOLS & EQUIPMENT ON-SITE	STATEMENT OF COMPLIANCE
	<i>Thyroid Function Panel</i> q. Thyroid-stimulating Hormone (TSH) r. Total Triiodothyronine (T3) s. Total Thyroxine (T4)					
4	Comprehensive Eye Examination	All employees	212 pax	1 Ophthalmologist	<i>Handheld devices such as Direct Ophthalmoscope, and Retinoscope</i> <i>Equipment such as Autorefractometer machine, lense meter machine, and Tonometer</i>	
5	Comprehensive Ears, Nose and Throat (ENT) Examination	All employees	212 pax	1 ENT Specialist	<i>Handheld devices such as Otoscopy, Rhinoscope, Nasal Mirrors</i>	

NO.	MEDICAL SERVICES	COVERAGE	QUANTITY/ UNIT	MEDICAL STAFF ON-SITE	TOOLS & EQUIPMENT ON-SITE	STATEMENT OF COMPLIANCE
6	Dental Examination (Diagnosis and Oral Prophylaxis)	All employees	212 pax	1 Dentist	<i>Handheld devices such as mouth mirror, sickle probe, scaler, suction device</i> <i>Dental Chair</i>	
7	Pap Smear	All female employees (1) who are 40 yrs. old and above, and (2) below 40 yrs. old who are married	100 pax	<i>Please refer to Item 1.a. (Complete Physical Examination)</i>	<i>Please refer to Item 1.a. (Complete Physical Examination)</i>	
8	Electrocardiogram (ECG)	All employees	212 pax	1 Male and 1 Female ECG Technicians <u>OR</u> 2 Female ECG Technicians	1 ECG Machine each for Male and Female 1 Hospital Bed each for Male and Female, including partitions	
9	Thyroid Ultrasound	All employees	212 pax	1 Female Ultrasound Technician/Sonographer	1 Machine for Thyroid Ultrasound 1 Hospital Bed, including partitions	

NO.	MEDICAL SERVICES	COVERAGE	QUANTITY/ UNIT	MEDICAL STAFF ON-SITE	TOOLS & EQUIPMENT ON-SITE	STATEMENT OF COMPLIANCE
10	Spine X-Ray	All employees	212	<i>To be conducted off-site (clinic-based)</i>	<i>Not applicable</i>	
11	Whole Abdominal Ultrasound	All employees	212 pax	1 Male Ultrasound Technician/Sonographer for Whole Abdominal and Prostate Ultrasounds for Male 1 Female Ultrasound Technician/Sonographer for Whole Abdominal Ultrasound for Female	1 Machine for Whole Abdominal and Prostate Ultrasounds for Male 1 Machine for Whole Abdominal Ultrasound Female 1 Hospital Bed each for Male and Female, including partitions	
12	Breast Ultrasound	All female employees	130 pax	1 Female Ultrasound Technician/Sonographer for Breast Ultrasound for Female	1 Breast Ultrasound Machine 1 Hospital Bed, including partitions	
13	Mammogram	All female employees 40 yrs. old and above	100 pax	<i>To be conducted off-site (clinic-based)</i>	N/A	
14	Prostate Ultrasound	All male employees	82 pax	<i>Please refer to Item 11</i>	<i>Please refer to Item 11</i>	

NO.	MEDICAL SERVICES	COVERAGE	QUANTITY/ UNIT	MEDICAL STAFF ON-SITE	TOOLS & EQUIPMENT ON-SITE	STATEMENT OF COMPLIANCE
15	2D Echocardiogram with Colored Doppler	All employees 40 yrs. old and above <i>Please refer to 1.3..</i>	176 pax*	1 Female 2D Echocardiogram Technician/ Sonographer	1 2D Echocardiogram Machine 1 Hospital Bed, including partitions	
16	Carotid Ultrasound with Colored Doppler	All employees 40 yrs. old and above <i>Please refer to 1.3.</i>	144 pax	1 Female Carotid Ultrasound Technician/ Sonographer	1 Carotid Ultrasound Machine 1 Hospital Bed, including partitions	
17	Bone Densitometry	All employees 40 yrs. old and above	144 pax	1 Female/Male Technician	1 Bone Densitometry Machine	

Considering the preparations required for some of the medical procedures, such as the blood chemistry, pap smear and ultrasound, the Supplier shall conduct the said procedures based on the schedule provided by IC, as follows:

[illegible]

ITEM NO.	MEDICAL SERVICES	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	STATEMENT OF COMPLIANCE
11	Whole Abdominal Ultrasound for Female	✓	✓	✓	✓	✓	✓	✓						
12	Breast Ultrasound	✓	✓	✓	✓	✓	✓							
13	Mammogram	<i>To be conducted off-site (clinic-based) – 3 consecutive weeks</i>												
8	ECG	✓	✓	✓	✓	✓								
15, 16	2D Echocardiogram with Colored Doppler Carotid Ultrasound with Colored Doppler	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
17	Bone Densitometry	✓	✓	✓	✓	✓								

ITEM	MEDICAL SERVICES	STATEMENT OF COMPLIANCE
1	There shall be one (1) Female Sonologist who shall supervise/oversee all on-site ultrasound procedures.	
2	Eligible employees who are below forty (40) years old may avail of the 2D Echocardiogram with Colored Doppler, if their ECG results shows abnormalities or significant findings and upon recommendation of the attending physician.	
3	The IC Officials shall have the option to take the applicable examinations in the branch/clinic of the Supplier wherein all applicable examinations must be available. They shall not be considered as walk-in patients, but the Supplier shall designate a special lane for them. The IC shall inform the Supplier at least one (1) day prior to the schedule of examinations.	
4	In order to ensure the accuracy and reliability of the tests, equipment to be used on-site shall not be more than five (5) years old and shall be operated by licensed medical staff/technician. Machine calibration tests shall, likewise, be done/ensured prior to the APE.	
5	The Supplier shall provide immediate replacement of defective supplies, materials, tools and equipment to be used during the on-site APE within four (4) hours upon receipt of notification from the Procuring Entity.	

ITEM	MEDICAL SERVICES	STATEMENT OF COMPLIANCE
6	<p>The on-site medical procedures shall commence three (3) days after the Supplier received the Notice to Proceed from the IC. All on-site medical procedures shall be conducted on working days during office hours, from 6:00AM to 4:30PM. All concerned medical staff, including the doctors, must be available throughout the schedule of examinations.</p> <p>Suppliers may conduct an ocular inspection of the venues for on-site APE procedures during the Pre-Bid Conference, or until 26 October 2018 during office hours from 8:00AM to 5:00PM, in order to ensure that IC's facilities (i.e. electrical supply, room dimensions/configuration, etc.) are compatible with their available equipment which may be installed on-site, without delaying conduct of procedures.</p>	
7	<p>Those who will not be able to complete the on-site medical procedures during their assigned schedule shall be allowed to complete the procedures at any clinic/branch of the Supplier until one (1) week after the on-site APE. The IC shall endorse to the Supplier the list of the said employees who need to complete the procedures. Said employees shall not be considered as walk-in patients and the Supplier shall designate a special lane for them during the schedule of examinations.</p>	

ITEM	MEDICAL SERVICES	STATEMENT OF COMPLIANCE
8	<p>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 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

ITEM	MEDICAL SERVICES	STATEMENT OF COMPLIANCE
1	All eligible employees in IC District Offices in Cebu and Davao shall be provided with the same applicable medical services listed in 1.2.	
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.	
3	The District Office personnel shall not be considered as walk-in patients and the Supplier shall designate a special lane for them during the schedule of examinations.	

Section VII. Technical Specifications

I. Coverage and Descriptions of Medical Procedures

NO.	MEDICAL SERVICES	SPECIFICATIONS	COVERAGE	QUANTITY/ UNIT	STATEMENT OF COMPLIANCE
1	Basic APE Package				
	a. Complete Physical Examination	<ul style="list-style-type: none"> • Checking of vital signs, e.g., temperature, blood pressure, pulse rate, rhythm • Taking of biometrics, e.g., height, weight, body mass index (BMI) • Taking of medical history • Medical investigation of the main organs either through inspection, palpation, percussion or auscultation, e.g., lungs, abdomen, breasts, genitalia, musculoskeletal, head and neck, skin • General appearance of patient, e.g., color of skin (signs of anemia, jaundice), discoloration of lips and extremities, clubbing of fingernails, lymph nodes of neck, dehydration 	All employees	212 pax	
	b. Digital Chest X-Ray (PA and Lateral View)	<ul style="list-style-type: none"> • Posterior-anterior (PA) and Lateral view of the thorax area • A photofilm shall be provided for those with normal results, and a CD for those with findings 	All employees	212 pax	

NO.	MEDICAL SERVICES	SPECIFICATIONS	COVERAGE	QUANTITY/ UNIT	STATEMENT OF COMPLIANCE
	c. Complete Blood Count (CBC)	<ul style="list-style-type: none"> Complete information about patient's blood cells, including: <ul style="list-style-type: none"> - Red Blood Cells (RBC) - White Blood Cells (WBC) - Differential Count - Platelet Count - Hemoglobin - Hematocrit 	All employees	212 pax	
	d. Urinalysis	<ul style="list-style-type: none"> Description of color and appearance Specific gravity pH level Ketone bodies Protein Nitrites Urobilinogen Bilirubin Glucose RBC number WBC number 	All employees	212 pax	
	e. Fecalysis with Fecal Occult Blood Test (FOBT)	Determine presence of parasitic organisms in the stool, as well as fecal occult blood to detect possible bleeding in the digestive tract (i.e. bleeding ulcer) and other gastrointestinal diseases.	All employees	212 pax	
2	Blood Typing (with RH Analysis)	<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. 	All employees	212 pax	

NO.	MEDICAL SERVICES	SPECIFICATIONS	COVERAGE	QUANTITY/ UNIT	STATEMENT OF COMPLIANCE
3	Comprehensive Blood Chemistry/Metabolic Panel (for Hepatic, Renal and Thyroid Function)		All employees	212 pax	
	<i>Lipid Profile</i> a. Cholesterol (Total Cholesterol, LDL, HDL) b. Triglycerides	<ul style="list-style-type: none"> Determine level of Cholesterol and Triglycerides in the blood Determine if patient has: <ul style="list-style-type: none"> Hypocholesterolemia Hypercholesterolemia Hypertriglyceridemia 			
	<i>Renal Function Panel</i> c. Creatinine d. Blood Uric Acid (BUA) e. Blood Urea	<ul style="list-style-type: none"> Determine levels of Creatinine, BUA and BUN in the blood Detect irregular function of the kidneys 			
	<i>Electrolytes & Mineral</i> f. Calcium g. Carbon Dioxide (Bicarbonate) h. Chloride i. Phosphate j. Potassium k. Sodium	<ul style="list-style-type: none"> Determine amounts of electrolytes and minerals circulating in the blood 			
	<i>Blood Glucose</i> l. Fasting Blood Sugar m. Hemoglobin A1C [HbA1C])	<ul style="list-style-type: none"> Determine level of glucose in the blood Evaluate long-term blood sugar control 			

NO.	MEDICAL SERVICES	SPECIFICATIONS	COVERAGE	QUANTITY/ UNIT	STATEMENT OF COMPLIANCE
	<i>Hepatic Function Panel</i> n. Alanine Aminotransferase (ALT/SGPT) o. Aspartate Aminotransferase (AST/SGOT) p. Gamma-Glutamyl Transferase (GGT)	<ul style="list-style-type: none"> • Detect irregular function in the liver and other body organs • Determine blood levels of enzymes and other components 			
	<i>Thyroid Function Panel</i> q. Thyroid-stimulating Hormone (TSH) r. Total Triiodothyronine (T3) s. Total Thyroxine (T4)	<ul style="list-style-type: none"> • Assess the state of thyroid function and activity of thyroid hormones • Detect presence of hypothyroidism, hyperthyroidism 			
4	Comprehensive Eye Examination	<ul style="list-style-type: none"> • Assessment of vision (visual acuity) and appearance of the eye and its parts (i.e. pupils, retina) to detect diseases such as near/far sightedness, color blindness, glaucoma, and cataract, among others 	All employees	212 pax	

NO.	MEDICAL SERVICES	SPECIFICATIONS	COVERAGE	QUANTITY/ UNIT	STATEMENT OF COMPLIANCE
5	Comprehensive Ears, Nose and Throat (ENT) Examination	<ul style="list-style-type: none"> • Taking of medical history • Assessment of hearing ability and appearance of the ear • Inspection of the nose and airway, for any obstruction or abnormality • Inspection of the oral cavity and throat for any mass or abnormality • Evaluation of thyroid function panel blood test, and thyroid ultrasound (if applicable), to check for abnormalities and detect possible thyroid problems 	All employees	212 pax	
6	Dental Examination (Diagnosis and Oral Prophylaxis)	<ul style="list-style-type: none"> • Evaluate overall health and oral hygiene • Evaluate risk of tooth decay, root decay, and gum or bone disease • Evaluate need for tooth restoration or tooth replacement • Check bite and jaw for problems • Remove any stains or deposits on teeth (Oral Prophylaxis) • Demonstrate proper cleaning techniques for teeth or dentures • Assess need for fluoride 	All employees	212 pax	

NO.	MEDICAL SERVICES	SPECIFICATIONS	COVERAGE	QUANTITY/ UNIT	STATEMENT OF COMPLIANCE
7	Pap Smear	Detect premalignant and malignant processes in the ectocervix, infections and abnormalities in the endocervix and endometrium	All female employees who are (1) 40 yrs. old and above, and (2) below 40 yrs. old who are married	100 pax	
8	Electrocardiogram (ECG)	<p>Transthoracic interpretation of the electrical activity of the heart over time captured and externally recorded by skin electrodes</p> <p>If in case there are findings, may endorse for 2D echo based on referral of doctor (clinic-based)</p>	All employees	212 pax	
9	Thyroid Ultrasound	<ul style="list-style-type: none"> Examine the thyroid for abnormalities, including cysts, nodules, tumors Check an underactive or overactive thyroid gland To detect other problems such as goiter or swelling of the thyroid gland 	All employees	212 pax	

NO.	MEDICAL SERVICES	SPECIFICATIONS	COVERAGE	QUANTITY/ UNIT	STATEMENT OF COMPLIANCE
10	Spine X-Ray	<p>Imaging of the thoracic and lumbosacral parts of the spine to help detect abnormalities, problems or diseases such as:</p> <ul style="list-style-type: none"> • Broken bones • Osteoarthritis • Spinal disk problems • Tumors • Osteoporosis (thinning of the bones) • Abnormal curves of the spine (scoliosis) • Infection • Congenital spinal problems 	All employees	212 pax	
11	Whole Abdominal Ultrasound	<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) 	All employees	212 pax	
12	Breast Ultrasound	Imaging to visualize the structure and condition of the breasts	All female employees	130 pax	

NO.	MEDICAL SERVICES	SPECIFICATIONS	COVERAGE	QUANTITY/ UNIT	STATEMENT OF COMPLIANCE
13	Mammogram	<ul style="list-style-type: none"> • Process of using low-dose amplitude X-Rays to examine the human breast and is used as a diagnostic and screening tool • For early detection of breast cancer by checking on abnormal masses or micro calcifications 	All female employees 40 yrs. old and above	100 pax	
14	Prostate Ultrasound	<p>Imaging to visualize the structure of the prostate gland</p> <p><i>Please see item I.11.</i></p>	All male employees	82 pax	
15	2D Echocardiogram with Colored Doppler	Sonography of the heart to image two-dimensional slices of the heart; determine speed and direction of the blood flow	<p>All employees 40 yrs. old and above</p> <p><i>Please refer to I – I.3.</i></p>	176 pax	
16	Carotid Ultrasound with Colored Doppler	<ul style="list-style-type: none"> • Imaging of the inside of carotid arteries to detect plaque buildup in one or both of the carotid arteries in the neck • Check whether the buildup is narrowing the carotid arteries and blocking blood flow to the brain which may cause stroke 	All employees 40 yrs. old and above	144 pax	
17	Bone Densitometry	<ul style="list-style-type: none"> • Use of peripheral test to estimate the density of bones and risks of bone fractures and osteoporosis • Assess if patient needs further bone tests such as Central dual-energy x-ray absorptiometry (DEXA) 	All employees 40 yrs. old and above	144 pax	

II. Individual Medical Results and Analysis Report

ITEM	MEDICAL SERVICES	STATEMENT OF COMPLIANCE
1	<p>The Supplier shall issue the individual medical results within fifteen (15) days upon completion of APE of the personnel, except for the following:</p> <ul style="list-style-type: none">a. Thyroid Ultrasound and Thyroid Function Panel (blood test) results shall be issued/released five (5) days after the employee have undergone the procedures. The Thyroid Ultrasound and Thyroid Function Panel (blood test) results are required for employees to undergo comprehensive ENT examination.b. ECG results shall be issued/released five (5) days after the employee have undergone the procedure. The ECG results shall be the basis for list of IC employees below 40 years old who may be provided with 2D Echocardiogram. <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>	
2	<p>Viewing of medical examination results must be available online through secured access in the company's website.</p> <p>During the on-site APE, patient's specimen container must be signed by the patient to preserve integrity.</p> <p>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).</p>	

ITEM	MEDICAL SERVICES	STATEMENT OF COMPLIANCE
3	<p>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:</p> <ul style="list-style-type: none"> a. Demographical presentation of the general health condition of employees per sex and per age group based on the following criteria: <ul style="list-style-type: none"> i. Employees who are physically fit ii. Employees with conditions that need <ul style="list-style-type: none"> o Immediate medical attention o Further medical examination/test o To be monitored (e.g., personnel with communicable diseases) 	

ITEM	MEDICAL SERVICES	STATEMENT OF COMPLIANCE
	<ul style="list-style-type: none"> a. Percentage of employees with common and interrelated medical conditions/illnesses, with details per sex and age group b. Probable causes of conditions in Item 3 (e.g., family history, employee lifestyle, work-related, environment) demographics c. Ways to prevent illnesses and spread of communicable diseases (based on findings on IC employees) in the workplace d. Ways to monitor employee's pre-existing conditions and detection of common and work-related illnesses (based on findings on IC employees) e. Assessment of the completeness and adequacy of the APE package of IC and recommendation of necessary examinations for inclusion/exclusion in the APE package f. List of vitamin supplements and adult vaccination programs necessary to maintain/improve health and well-being of employee g. Items (medicines, supplies, equipment) necessary to be maintained a government office clinic h. List of activities to promote individual and corporate wellness, aligned with the medical results/condition of IC employees 	

III. Post-APE Consultation

ITEM	MEDICAL SERVICES	STATEMENT OF COMPLIANCE
1	Interpretation of medical results and conduct of post-APE consultations shall be scheduled for two (2) consecutive working days at the IC Office after the issuance of individual results (please refer to 4.1.).	
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.	
3	The IC shall coordinate with the Supplier the specific schedule of the consultations.	

IV. Issuance of Billing Statements

ITEM	MEDICAL SERVICES	STATEMENT OF COMPLIANCE
1	The IC shall pay for the actual number of medical procedures availed of by each eligible employee.	
2	The Supplier shall prepare separate billing statements for the following: <ul style="list-style-type: none">a. On-site APE availed of by personnel of the IC Manila Officeb. Off-site medical procedures availed of by personnel of the IC Manila Office, which shall include the following:c. Availed of by employees who are absentee during the APEd. Availed of by employees who are completing the APE (i.e. Mammogram)e. Off-site APE availed of by personnel of the IC Cebu and Davao District Offices	
3	Upon receipt of each billing statement, IC shall be given five (5) days to check for accurateness and compare the items and costing in the billing statement against its own records. Afterwards, IC shall update the Supplier for any error made in the submitted billing statement.	
4	IC shall prepare separate payment for each billing statement. Payment shall be made within thirty (30) days upon receipt of the Billing Statement, verified and counter checked with HRD records, and issuance of Inspection and Acceptance Report.	
5	The amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the Contract Price for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the IC may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.	