



Funding the Republic

Republic of the Philippines  
KAGAWARAN NG PANANALAPI  
**KAWANIHAN NG INGATANG-YAMAN**  
(BUREAU OF THE TREASURY)  
Intramuros, Manila



## TERMS OF REFERENCE

### Bureau of the Treasury – Annual Medical and Physical Examination (AMPE) 2024

#### I. PROJECT TITLE

2024 Annual Medical and Physical Examination (AMPE) for Bureau of the Treasury (BTr) Officials and Employees

#### II. BACKGROUND

Pursuant to Civil Service Commission Memorandum Circular No. 33, s. 1197 "Policy on Working Conditions at the Workplace", CSC-DOH-DOLE Joint Memorandum Circular No. 1 series of 2020 "Occupational Safety and Health (OHS) Standards for the Public Sector", **Treasury Office Order No. 16-2022 dated July 16, 2022 "Annual Medical and Physical Examination"** is a mandatory tool to monitor the health status of employees by providing on-site services like routine diagnostic, screening and other ancillary procedures to ensure that early detection and adequate treatment of any illnesses to all permanent BTr official and employees. The BTr will only cover officials and employees holding a permanent and coterminous appointment.

#### III. APPROVED BUDGET FOR THE CONTRACT

An estimated budget of Seven Hundred Ninety Thousand Pesos (Php 790,000.00), inclusive of VAT.

#### IV. DELIVERY PERIOD

The conduct of AMPE shall commence within Fifteen (15) working days from the date of the effectivity of the Contract between the BTr and Service Provider.

#### V. TECHNICAL SPECIFICATIONS

##### A. Number of pax:

1. Estimated number of employees is two hundred seventy-four (274) employees from the Central and National Capital Region office.
2. The following are the diagnostic and screening procedures/examinations and shall vary depending on the specific age bracket.

ISO 9001:2015 Quality Management System  
Certificate No. SCP000233Q



Services	Estimated number of employees
<b>Initial Package</b>	<b>274</b>
a. History taking	
b. Vital Signs	
c. BMI	
d. Physical Exam: (Including breast examination for female and Digital Rectal Examination for male)	
Complete Blood Count	
Urinalysis	
Chest X-ray	
Blood Chemistry	
a. Fasting Blood Sugar	
b. Blood Urea Nitrogen	
c. Creatine	
d. Blood Uric Acid	
e. Triglycerides	
f. HDL	
g. LDL & VLDL	
h. SGPT, SGOT	
i. Drug Test (2 Panel)	
J. Whole Abdominal Ultrasound	
K. Electrocardiogram	
<b>Additional Package</b>	
L. Mammography (For female Aged 40 years old and above)	<b>66</b>
M. Prostate ultrasound (For male aged 45 y/o and above)	<b>41</b>
N. Pap-smear (For female aged 21 to 65 y/o)	<b>172</b>

**B. Minimum Vendor Requirements:**

1. Must be a Department of Health (DOH) accredited laboratory and diagnostic center.
2. Can provide on-site services with a transportable examination table or bed for laboratory services and other medical tests.
3. Must have a stand-alone clinic/facility located within the National Capital Region that can accommodate BTr employees who may not be able to attend the on-site schedule.
4. Must have fully functional equipment (i.e. Mobile X-ray, ECG).
5. Must be manned with physician/s and staff to assist in the conduct of the physical examination.

6. Must provide a checklist of what to do in preparation for the physical exam, to be submitted beforehand to the BTr medical clinic for distribution to the employees.
7. Must provide a Consent Form for employees assigned to the examination.
8. Medical staff must be graduates of family medicine or occupational medicine.
9. Must submit credentials of the Physician, Radiologist, Nurses, and medical technologist.
10. Results of the examination must be submitted in printed form to the employees.
11. The service provider shall not use or disclose such confidential information in any manner other than what is/are necessary to perform its services under this agreement or as requested by the law.
12. The medical/dental clinic shall provide a list of employees for every schedule of AMPE both in the on-site and clinic visit.
13. A consolidated report detailing the physician's findings, patients' history and laboratory results must be submitted in soft copy and printed form directly to the medical/dental clinic.

## **VI. PAYMENT SCHEDULE**

- Payment shall be based on the actual number of officials and employees who had undergone the AMPE and through send- bill arrangement.
- Payment must be made by BTr upon its acceptance of the Examination results and within thirty (30) days upon acceptance of the receipt of Invoice Receipt.
- All payments shall be subject to existing budgeting, accounting, and auditing laws, rules, and regulations.

## **VII. OTHER REQUIREMENTS**

Other requirements specified in the bidding documents.

### **VIII. NON- GRAFT CLAUSE**

The winning supplier warrants that it has not given nor promised to give any money or gift to any officer or employee of the BTr, or any member of the Bids and Awards Committee (BAC), BAC Secretariat or TWG, to secure this Contract.

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