



**NOTICE FOR NEGOTIATED PROCUREMENT
(Small Value Procurement)**

The Mindoro State College of Agriculture and Technology – Main Campus (MinSCAT - MC), through its 2016 Special Trust Fund, intends to apply the sum of **Two Hundred Seventy Five Thousand Pesos (Php 275,000.00)**, inclusive of all applicable taxes and other charges, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Engagement of Medical Services Provider for the 2016 Annual Physical Examination (APE) of MinSCAT – MC Personnel**. Proposals received in excess of the ABC shall be automatically rejected.

Item No.	Scope of Work	ABC
1	Engagement of Medical Services Provider for the 2016 Annual Physical Examination (APE) of MinSCAT – MC Personnel <i>Please refer to the attached Terms of Reference for specific details</i>	Php 275,000.00

Bidders shall be required to submit photocopies of the following documents and pay the non-refundable bidding fee of Php 500.00 upon submission of bids for their bids to be considered:

1. Certificate of registration (i.e., SEC, DTI or CDA)
2. Mayor's permit – current and valid
3. Latest Tax Clearance
4. Latest Income and Business Tax Returns
5. Certificate of PhilGEPS registration
6. Other appropriate licenses and permits required by law and as stated in the Scope of Work

MinSCAT – Main Campus now invites proposals for the **Engagement of Medical Services Provider for the 2016 Annual Physical Examination (APE) of MinSCAT – MC Personnel**. The Contract duration is Ten (10) days.

Proposals (including Terms of Reference conformed) must be submitted to BAC Office, MinSCAT – Main Campus, Alcate, Victoria, Oriental Mindoro on or before **June 30, 2016 not later than 4:00 P.M.** or via email at vghernandez_7@yahoo.com.ph. Late proposals shall not be accepted.

MinSCAT – Main Campus reserves the right to reject any or all quotations and/or proposals and waive any formalities/informalities therein and to accept such bids it may consider as most advantageous to the agency and to the government. MinSCAT – Main Campus neither assumes any obligation for whatsoever losses that may be incurred in the preparation of bids, nor does it guarantee that an award will be made.


VICENTE G. HERNANDEZ
Chairman
Bids and Awards Committee

RPR/LNM



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

APPROVED BUDGET FOR THE CONTRACT : **Two Hundred Seventy Five Thousand Pesos (Php 275,000.00) 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 – Main Campus (MinSCAT – MC) .

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>	49	37	86
<i>FEMALE</i>	50	34	84
			170

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 – Main 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 – MC 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 – MC 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 – MC Clinic while the other copy will be given to the personnel concerned.
11. The Contractor shall bill MinSCAT – MC for the services rendered upon completion of the schedule APE for all personnel concerned after the last day of release of medical results. MinSCAT – MC 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 – MC shall deduct and withhold all applicable taxes from the payment to the Contractor.
12. If discrepancies or inaccuracies in the SO are noted, MinSCAT- MC 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 – MC 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 – MC. 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 – MC on the following conditions: when required by law, for purposes of



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**Mindoro State College
of Agriculture and
Technology**

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evaluating 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 – MC 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 – MC 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 : _____