

**Terms of Reference**  
**Procurement of Medical Services (Physician/General Practitioner)**  
**for the Philippine Statistics Authority (PSA) Central Office**

**I. Qualifications**

- Education : Doctor of Medicine
- Experience : At least three (3) years of relevant experience preferably General Medicine or Family Medicine preferably with background in occupational safety and health in a National Government Agency (NGA)
- Training : At least sixteen (16) hours of relevant training
- Eligibility : R.A. 1080 (Doctor of Medicine)

**II. Approved Budget for the Contract (ABC)**

- ABC : PhP 920,249 (83,659 per month for 11 months, subject to appropriate tax)

**III. Scope of Services**

1. Render medical services to PSA central office officials and personnel through consultations, prescriptions, medical certificates/clearances, treatment plans, and referrals. These services do not extend to dependents of the PSA personnel or non-PSA personnel.

*Note: In the event that the Medical Consultant is unable to attend the on-site clinic during the scheduled hours, alternative on-site clinic schedules may be arranged between the parties.*

2. Provide **urgent medical attention and acute medical intervention only** to children currently registered in the Child-Minding Facility, as well as provide prescriptions within clinic hours through the medical team.



3. Provide ***urgent medical attention and acute medical intervention only*** while attending central office events, training or field office events conducted in the central office as well as housed in the PSA Hostel within clinic hours through the medical team.

4. **Clinic schedules:**

On-site or Face to Face Consultation:

Monday - 08:00AM - 12:00NN

Thursday and Friday - 01:00PM - 05:00PM

Online consultation:

Monday - 01:00PM - 05:00PM

Tuesday and Wednesday - 08:00AM - 05:00PM

Thursday and Friday - 08:00AM - 12:00NN

5. Act as Resource Person in health talks and lectures on emergency and/or immediate health concerns, illnesses including management and prevention.

*Note: Will be notified ahead of time for proper planning of appropriateness and relevance of lecture.*

6. Monitoring and guidance of the medical team in providing quality and immediate health care.

7. The medical consultant shall be responsible for preserving the security of all confidential matters pertaining to PSA personnel information which the consultant may acquire because of this endeavor. The obligations of confidentiality will survive even after the expiry or termination of the contract.

8. Develop and implement strategies geared towards overall health and wellness of PSA officials and employees in coordination with the HRD.

9. Provide inputs in the development and implementation of guidelines for:

- a. Occupational Safety and Health standards in compliance with CSC-DOH-DOLE Joint Memorandum Circular No. 01 series of 2020;

- b. Mental Health in the Public Sector, Civil Service Commission Memorandum Circular No. 04 series of 2020;
- c. Implementing Rules and Regulations of Republic Act No. 9165; and relevant issuances of the Dangerous Drugs Board (DDB), the Civil Service Commission (CSC); and
- d. Other issuance related only to occupational health and wellness.

Monthly accomplishment report to include:

1. Number of consultations;
2. Number of prescriptions, medical certificate/clearance and laboratory request;
3. Number of personnel attended for preventive health measures (physical exam) to include recommended interventions.

**Preventive health measure (Physical Exam):**

- Visual acuity;
- Hearing test;
- Oral cavity test (except teeth);
- Neck, extremities, and joints;
- Auscultation of the chest and lungs;
- Breast examination (female);
- Anthropometric measurement (height, weight and body mass index (BMI); and
- Vital signs (blood pressure, heart rate, respiratory rate, temperature, oxygen saturation)

*The medical service provider will be conducting preventive health measures (physical examinations) to Central Office personnel. However, participation in the conduct of the same is voluntary, yet it is highly recommended. Payment to the medical service provider shall be the same regardless of the number of personnel who availed the preventive health measure. Nevertheless, the Health and Wellness Development Unit will continue to encourage personnel to participate in this activity in cooperation with the medical team.*

4. Number of lectures (if any); and
5. Number of meetings attended or any relevant events pertaining to health and wellness (if applicable).

10. Medical services will commence the next working day after receipt of the signed Notice of Award, Notice to Proceed and duly notarized Contract.

#### IV. Deliverables and terms of payment

Month	Deliverables	Payment
1st month or 30 calendar days	-Monthly accomplishment report	9% of the contract price
2nd month or 30 calendar days	-Monthly accomplishment report	9% of the contract price
3rd month or 30 calendar days	-Monthly accomplishment report	9% of the contract price
4th month or 30 calendar days	-Monthly accomplishment report	9% of the contract price
5th month or 30 calendar days	-Monthly accomplishment report	9% of the contract price
6th month or 30 calendar days	-Monthly accomplishment report	9% of the contract price
7th month or 30 calendar days	-Monthly accomplishment report	9% of the contract price
8th month or 30 calendar days	-Monthly accomplishment report	9% of the contract price
9th month or 30 calendar days	-Monthly accomplishment report	9% of the contract price
10th month or 30 calendar days	-Monthly accomplishment report	9% of the contract price
11th month or 30 calendar days	-Monthly accomplishment report	10% of the contract price
<b>Total</b>		100%

Monthly accomplishment report to include:

1. Number of consultations;
2. Number of prescriptions, medical certificate/clearance, laboratory request;

3. Number of personnel attended for preventive health measures (physical exam);
4. Number of lectures (if any); and
5. Number of meetings attended or any related events.

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