

**PURCHASE REQUEST**  
**OFFICE OF THE SOLICITOR GENERAL**  
(Agency)

Department: **OSG COVID RESPONSE COMMITTEE**

PR No. 022-09-179

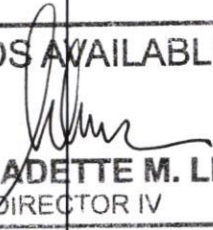
Date: September 28, 2022

Section:

SAI No.


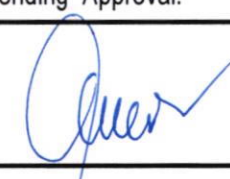
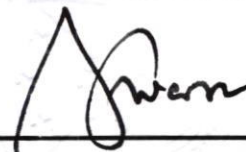
Date:

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	lot	<p><b>PROCUREMENT OF SERVICE PROVIDER TO CONDUCT RT-PCR SWAB TEST FOR OSG EMPLOYEES AND OUTSOURCE PERSONNEL</b></p> <p><i>The OSG shall execute a contract with a Service Provider who will provide a medical doctor that will assess and diagnose OSG employees for COVID-19 related symptoms for a <b>period of twelve (12) months</b>. Subject to applicable DOH guidelines, refer suspected employees to its DOH-licensed partner laboratory for RT-PCR and Antigen testing and facilitate testing of OSG employees who are considered "frontliners".</i></p> <p><b>Scope of Work</b></p> <p><b>1.1 Consultation / Assessment / Referral of OSG Employees</b></p> <ol style="list-style-type: none"> <li>1. Assist the OSG-Human Resource Division in drafting a comprehensive Health, Travel and Contact Tracing Declaration Form to be distributed and filled out by all OSG employees.</li> <li>2. A licensed medical doctor who will assess the Forms submitted by all OSG employees.</li> <li>3. Consultation with the medical doctor through telemedicine or in person (if requested by the employee and is necessary under the circumstances) on COVID-19 related matters.</li> <li>4. Doctor's Recommendation for patients who will need to undergo an RT-PCR/Swab and Antigen Test.</li> <li>5. Subject to the criteria set below, referral to DOH accredited testing facilities who will conduct RT-PCR Testing for OSG employees recommended to undergo Antigen and RT-PCR Testing.</li> <li>6. Facilitation of RT-PCR and Antigen Testing on OSG employees who are high risk (Frontliners).</li> <li>7. Online accommodation for absentee employees, referral to RT-PCR/Swab and Antigen Testing.</li> <li>8. Periodic evaluation of OSG employees, those who were recommended to be tested for RT-PCR Test and those who might have developed symptoms or who had contact with a suspected positive COVID patient or positive COVID patient.</li> </ol> <p><b>1.2 RT-PCR Laboratory Test</b></p> <ol style="list-style-type: none"> <li>1. Collect swab samples from suspected employee.</li> <li>2. Conduct RT-PCR Test due to work requirements.</li> <li>3. Release result within 24 hours from collection.</li> <li>4. Issue medical certificate simultaneous with the result.</li> </ol> <p><b>1.3 Antigen Laboratory Test</b></p> <ol style="list-style-type: none"> <li>1. Collect swab samples from suspected employee.</li> <li>2. Conduct Antigen Test due to work requirements.</li> <li>3. Release result within 4 hours from collection.</li> <li>4. Issue medical certificate simultaneous with the result.</li> </ol> <p><i>Please see attached Terms of Reference (TOR):</i></p> <ol style="list-style-type: none"> <li>I. Approved Budget for the Contract</li> <li>II. Scope of Work</li> <li>III. Responsibilities of Service Provider</li> <li>IV. Terms of Payment</li> </ol> <p>Service Provider shall be paid based on the number of RT-PCR Test actually conducted on OSG employees which shall be estimated at 257 units a price not exceeding Php3,500.00 per unit inclusive of all applicable taxes.</p> <p>The Service Provider shall allow the conversion of RT-PCR test kits to Antigen Test Kits when necessary.</p>	1	Php 1,000,000.00 VAT INCLUSIVE	Php 1,000,000.00

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
		<p>The Service Provider shall be paid based on the number of Antigen Test actually conducted on OSG employees which shall be estimated at 105 Antigen units with a price not exceeding Php950.00 per unit inclusive of all applicable taxes.</p> <p>V. Delivery Schedule            Delivery of Service shall commence on the next working day after receipt of the Notice to Proceed (NTP) and must be completed within Twelve (12) months thereof.</p> <p>Attached: Memorandum from ASG Marissa B. Dela Cruz-Galandines, TWG Chairperson and Approved Terms of Reference (TOR) from the Technical Working Group for COVID-19 Response and Emergency Preparedness Measures</p>			<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p><b>FUNDS AVAILABLE:</b></p>   <p><b>BERNADETTE M. LIM</b>            DIRECTOR IV</p> </div>

Amount in Words: **One Million Pesos Only** Php **1,000,000.00**

Purpose: **For Bidding**

Prepared By:	Recommending Approval:	Approved by:
		
<b>SHERA JANE B. SOLON</b>	<b>EDITHA R. BUENDIA</b>	<b>MENARDO I. GUEVARRA</b>
Administrative Officer V	Director IV, HRMAS	Solicitor General