

Republic of the Philippines  
**Office of the Solicitor General**

**TERMS OF REFERENCE**

**PROCUREMENT OF SERVICE PROVIDER TO CONDUCT RT-PCR SWAB TEST FOR OSG EMPLOYEES AND OUTSOURCE PERSONNEL**

Pursuant to Department of Health (DOH) Department Memorandum No. 2020-0220, Re: Interim Guidelines on the Return-to-Work:

The **Office of the Solicitor General (OSG)** intends to conduct selective Reverse Transcription-Polymerase Chain Reaction (RT-PCR) and Antigen tests on its employees and, to this end, contract the services of a service provider who will assess, diagnose, recommend and, where applicable, subject OSG employees to RT-PCR. Antigen tests for detection of COVID-19 Virus may also be conducted if the circumstances warrant.

1. 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 period of twelve (12) months. 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."

2. The Approved Budget for the Contract (ABC) is **One Million Pesos (Php1,000,000.00)** inclusive of all government taxes, charges, and other standard fees.

**I. RT-PCR Laboratory Test with the following:**

**SCOPE OF WORK**

**1.1 Consultation/Assessment/ Referral of OSG Employees**

<b>Description</b>	<b>Quantity</b>	<b>Unit/s</b>
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	N/A	N/A
2. A licensed medical doctor who will assess the Forms submitted by all OSG employees	1	Personnel
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.	1	Personnel
4. Doctor's Recommendation for patients who will need to undergo an RT-PCR/Swab and Antigen Test.	1	Personnel
5. Subject to the criteria set below, referral to DOH-accredited testing facilities who will conduct RT-	1	Personnel

PCR and Antigen Testing for OSG employees recommended to undergo Antigen and RT-PCR Testing.		
6. Facilitation of RT-PCR and Antigen Testing on OSG employees who are high risk (Frontliners).	N/A	N/A
7. Online accommodation for absentee employees, referral to RT-PCR/Swab and Antigen Testing.	N/A	N/A
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.	N/A	N/A

### 1.2 RT-PCR Laboratory Test

1. Collect swab samples from suspected employee	N/A	N/A
2. Conduct RT-PCR Test due to work requirements	N/A	N/A
3. Release result within 24 hours from collection.	N/A	N/A
4. Issue medical certificate simultaneous with the result.	N/A	N/A

### 1.3 Antigen Laboratory Test

1. Collect swab samples from suspected employee	N/A	N/A
2. Conduct Antigen Test due to work requirements	N/A	N/A
3. Release result within 4 hours from collection.	N/A	N/A
4. Issue medical certificate simultaneous with the result.	N/A	N/A

## **RESPONSIBILITIES OF SERVICE PROVIDER**

3. The **SERVICE PROVIDER** must be registered and accredited with the Philippine Government Electronic Procurement System (PhilGEPS) (Platinum Membership), and the medical officer/s who will conduct the assessment and testing must be duly licensed.

4. The **SERVICE PROVIDER** must be capable of on-line consultation/assessment, video teleconference or virtual communication as well as personal assessment, when necessary, and must, after initial assessment, provide follow-up check-ups to employees who tested positive and experiencing mild to moderate symptoms as part of the monitoring cycle.

5. The **SERVICE PROVIDER** must have a testing hub in Makati City, and at least one (1) additional testing hub in another city or municipality within the National Capital Region. The **SERVICE PROVIDER** may conduct home service/onsite testing.

6. The **SERVICE PROVIDER** shall facilitate the testing of the following employees of the OSG who are at higher risk of contracting and spreading the virus: