



CONTRACT AGREEMENT FORM
PR NO. 24-05-054_PIAHRDD2024
PROCUREMENT OF 2024 ANNUAL PHYSICAL EXAMINATION SERVICES
FOR PIA CENTRAL OFFICE-BASED REGULAR OFFICIALS
AND EMPLOYEES

THIS AGREEMENT made this _____ day of September 2024 between **PHILIPPINE INFORMATION AGENCY (PIA)**, a government agency of the Philippines with office address at PIA Building, Visayas Avenue, Diliman, Quezon City, represented herein by its Director General, **JOSE A. TORRES JR.**, hereinafter referred to as **PHILIPPINE INFORMATION AGENCY (PIA)** of the one part and **JOEL E. PEREZ**, Authorized Representative of **STO. DOMINGO DIAGNOSTIC & MEDICAL CENTER CORP.** hereinafter referred to as **PROVIDER** with office address at Rm. 303-304 Luz Building, 111 Quezon Avenue, Sto. Domingo District 1, Quezon City of the other part;

WHEREAS, the "PHILIPPINE INFORMATION AGENCY (PIA)" solicited Bids for certain goods and services, particularly for the **PROCUREMENT OF 2024 ANNUAL PHYSICAL EXAMINATION SERVICES FOR PIA CENTRAL OFFICE-BASED REGULAR OFFICIALS AND EMPLOYEES**, and has accepted a Bid from **STO. DOMINGO DIAGNOSTIC & MEDICAL CENTER CORP.** for the supply of the aforementioned goods and services in the sum of **FOUR HUNDRED TWENTY-SEVEN THOUSAND AND FIVE HUNDRED PESOS ONLY (Php 427,500.00)**.

WHEREAS, the PIA Bids and Awards Committee, after due deliberation, awarded the award of the contract to the "PROVIDER" and the same was issued on 11 September 2024.

NOW, THEREFORE, for and in consideration of the foregoing premises, and mutual covenants hereinafter set forth, the PARTIES agree on the following:

1. **TERMS OF REFERENCE**

Provision of 2024 Annual Physical Examination Services for PIA Central Office-based regular Officials and Employees.

I. Venue:

Conference Room
Philippine Information Agency Central Office
Bldg., Visayas Ave., Diliman, Quezon City

II. Implementation Date and Time:

08 October 2024 (Tuesday) - 6:00 AM to 4:00 PM

III. Coverage:

171 PIA Central Office-based regular Officials and Employees



IV. Inclusions:

1. Vital signs and physical assessment
2. Chest X-ray
3. ECG
4. Urinalysis
5. Fasting Blood Sugar
6. Blood Urea Nitrogen
7. Creatinine
8. Uric Acid
9. Lipid Profile
10. Complete Blood Count
11. Flu vaccine (including administration)

V. Requirements:

1. The health and diagnostic service provider (Provider) must be registered and accredited by the Department of Health (DOH) with a minimum of five (5) years of operation and experience conducting Annual Physical Examinations (APE) in government offices.
2. Medical staff (Physicians, Medical Technologists, X-Ray/Radiologic Technologists) are required to provide their current PRC ID.
3. The Provider must strictly adhere to the implementation date and time set by the PIA.
4. The Provider must deploy experienced and trained personnel to manage the APE. The medical technologist must have extensive experience in blood extraction, particularly to deep-seated veins.
5. Two (2) physicians must be provided for conducting vital signs assessments, physical examinations, and administering flu vaccines to both male and female personnel. Physicians must be graduates or trained in Family Medicine and strictly adhere to the Philippine Medical Association Code of Ethics.

Printed copies of registration and consent forms, guidelines, and preparations required before the physical assessment and diagnostics procedures must be submitted to the Human Resource Development Division at least five (5) days before the implementation date for distribution to the employees.

7. Provider must provide clear and visible signage detailing the PE flow chart of procedures within the APE area.
8. Adequate number of clean laboratory gowns must be provided for all personnel undergoing ECG and X-Ray procedures. Each gown should be sufficient and not reused for multiple patients to maintain hygiene standards.
9. PIA personnel who are absent on the actual day of APE should be allowed to undergo their APE at the office or at any branch of the health and diagnostic provider.
10. The service package should include post-consultation and referrals to specialists in case of abnormal laboratory results of physical examinations, one week after submission of APE results.

11. All unclaimed and unused vaccines during the onsite activity will be given to PIA.
12. Examination results and a summary of APE findings (please see the attached sample format) must be submitted to the PIA Medical Consultant within three (3) weeks after the conclusion of the APE.
13. In the event of bad weather conditions, concerns about road/land/sea safety, or other circumstances, the health and diagnostics service provider and PIA reserve the right to reschedule or cancel the On-Site Annual Physical Examination.
14. Representatives of the health and diagnostic service provider must attend the preparatory meeting either onsite or online, based on the agreed date and time.

2. **WARRANTY**

The PROVIDER warrants that it shall perform the services stipulated under this Contract in a professional manner consistent with industry standards.

3. **TERMS OF PAYMENT**

The PIA shall pay **STO. DOMINGO DIAGNOSTIC & MEDICAL CENTER CORP.** the amount equal to **Four Hundred Twenty-Seven Thousand and Five Hundred Pesos Only (Php 427,500.00)** within thirty (30) calendar days after issuance of Statement of Account, issuance of Certificate of Completion, and in accordance with accounting rules and auditing rules and procedures.

4. **LIQUIDATED DAMAGES**

In the event that the **STO. DOMINGO DIAGNOSTIC & MEDICAL CENTER CORP** violates any of the terms and conditions of this Contract, or neglects to perform in a timely manner any of the works, duties, functions, responsibilities, or obligations stipulated herein, inclusive of the duly granted time extension, if any, or fails to carry out the tasks herein required in an acceptable manner for any reason whatsoever, the **STO. DOMINGO DIAGNOSTIC & MEDICAL CENTER CORP.** shall be liable for damages for such failure and shall pay the PIA liquidated damages in an amount equivalent to one-tenth (1/10) of one (1%) percent of the total contract price for every day of delay of breach, in addition to other remedies that the PIA may exercise under this contract, pertinent laws, rules and regulations, until such services are finally delivered and accepted by the PIA.

5. **TERMINATION OF CONTRACT**

The PIA reserves the right to terminate this Contract for any cause which may include failure of the **STO. DOMINGO DIAGNOSTIC & MEDICAL CENTER CORP.** to perform in a timely and acceptable manner any of their works, duties, functions, responsibilities, or obligations stipulated herein or failure to carry out the task herein required in a manner acceptable to the PIA or violation by the **STO. DOMINGO DIAGNOSTIC & MEDICAL CENTER CORP.** of any of the terms and conditions of this Contract, subject to sanctions and remedies provided for herein and under the pertinent laws, rules, and regulations.

REDACTED

IN WITNESS WHEREOF the PARTIES hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

PHILIPPINE INFORMATION AGENCY

**STO. DOMINGO DIAGNOSTIC
& MEDICAL CENTER CORP**

REDACTED

JOSE A. TORRES JR.
Director-General

REDACTED

JOSE L. PEREZ
Authorized Representative

SIGNED IN THE PRESENCE OF:

REDACTED

ELEANOR LIM-MARTIN
End-User Representative

REDACTED

(Providers Rep. as Witness)

Republic of the Philippines)
City of QUEZON CITY S.S.

BEFORE ME, Notary Public for and in the above jurisdiction, this 30 day of SEP 2023, personally appeared and presented sufficient proof of identification:

ID No: _____ Issued at/on: _____

ID No: _____ Issued at/on: _____

All known to me to be the same persons who executed and voluntarily signed the foregoing document consisting of only four (4) pages including this page of Acknowledgement, which they acknowledged to me as their own free and voluntary act and deed.

IN WITNESS WHEREOF, I hereto affixed my signature and seal on the date and place first above mentioned.

34
BCC NO. 15
PAGE NO. 15
BOOK NO. XXXIX
SERIES OF 2024

NOTARY PUBLIC

Valid until 14 Apr 2025

MOE Compliance No. VHL-00007507

Attorney's Ref No. 505749

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QBP No. 386454

QBP No. 5128233

Ptr. No. 5128233

Adm. Matter No. 00000000000000000000

Notarial Commission valid until 01.01.2025

ATTY. MA. FELIJA P. CABRERA

