

TERMS OF REFERENCE FOR PROCUREMENT OF COURIER SERVICES

INSTITUTE OF HUMAN GENETICS

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(FOR 2019-2020 BID)

I. Background/Rationale:

The Institute of Human Genetics (IHG) was created during the 1129th meeting of the UP Board of Regents on 25 February 1999 to promote health by understanding the genetic basis of common diseases in the Filipino population through diagnosis and early detection of potentially treatable genetic conditions and implement educational programs that will increase awareness of physicians and the general public on common genetic conditions and their prevention.

The Institute was also created to promote pioneering and socially relevant clinical researches and increase awareness and consciousness of genetic disorders among physicians, scientists and the public. It provides services that will allow definitive diagnosis and early detection of potentially treatable genetic conditions. IHG aims to be the center for excellence in comprehensive, quality genetic services, training and research committed to the improvement of the quality of life of Filipinos.

Today, the IHG houses a clinical genetics unit and six laboratories – Newborn Screening Center, Cytogenetics Laboratory, Molecular and Cancer Genetics Laboratory, Biochemical Genetics Laboratory, Microarray Core Laboratory Facility, and the Hemoglobinopathy Laboratory; all of which are providing both diagnostic and research services with a staff of over 100 consisting of geneticists, physicians, nurses, medical technologists, biochemists, chemists, biologists and administrative support staff.

One of the biggest laboratory needing logistics/courier providers is the Newborn Screening Center- National Institutes of Health (NSC-NIH). It is the first Department of Health (DOH) - accredited newborn screening center in the country providing newborn screening tests for a panel of congenital and metabolic disorders.

The NSC-NIH is a facility equipped with a newborn screening laboratory that complies with the established standards; provides all required laboratory tests; and has a recall /follow up system for newborns with heritable conditions.

Courier Services are important in the implementation of the Newborn Screening Program with regards to delivery/pick up of Newborn Screening kits, dried blood samples, results and reagents.

II. AREA OF COVERAGE

- Several couriers as bidders must have the ability to bid and serve various locations and possible isolated/critical areas in all the five (5) lots. See lot breakdown below.

Lot	Region	*Specific Location/Address	Specific Details
Lot 1	NCR	All barangays (purok/street/poblacion) and critical areas in the 16 cities and 1 municipality	Door to Door for both pick- up and Delivery
Lot 2	4B	All barangays (purok/street/poblacion) and isolated/critical areas in the provinces of Oriental Mindoro, Occidental Mindoro, Marinduque, Romblon, Palawan	Door to Door for pick-up and delivery on Serviceable Areas Pick- up and Delivery at Nearest Available Courier Branch for <u>OUT OR NON- SERVICEABLE AREAS</u> declared by the contractor)
Lot 3	5	All barangays (purok/street/poblacion) and isolated/critical areas in the provinces of Albay, Catanduanes, Camarines Sur, Camarines Norte, Masbate, Sorsogon	Door to Door for pick-up and delivery on Serviceable Areas Pick- up and Delivery at Nearest Available Courier Branch for <u>OUT OR NON SERVICEABLE AREAS</u> declared by the contractor)
Lot 4	NSC	Newborn Screening Center – Southern Luzon in Daniel O. Mercado Medical Center 3 rd Flr. DMMC-HIS Bldg., 143 Narra St., MountviewSubd. Tanauan City	Door to Door for pick-up and delivery on Serviceable Areas and Out of Serviceable Areas or Out of Town Areas
		Newborn Screening Center – Northern Luzon in Mariano Marcos Memorial Hospital and Medical Center 4F/5F MMMHMC Laboratory Bldg., Brgy 6 San Julian, Batac City, Ilocos Norte	
		Newborn Screening Center – Central Luzon in Angeles University Foundation Medical Center, MacArthur Highway, Barangay Salapungan, Angeles City	Door to Door for pick-up and delivery on Serviceable Areas and Out of Serviceable Areas

		Newborn Screening Center – Visayas in West Visayas State University Medical Center, E. Lopez St., Jaro, Iloilo City	or Out of Town Areas
		Newborn Screening Center – Central Visayas In Eversley Childs Sanitarium, Brgy. Jagobiao, Mandaue City	
		Newborn Screening Center – Mindanao in Southern Philippines Medical Center, J.P. Laurel Avenue, Davao City	
Lot 5	International	Department of Medical Genetics National Taiwan University Children's Hospital Room 19003, 19F., No.8 Chung San South Road, Taipei 10048, Taiwan	Door to Door for both pick-up and Delivery
		The Chinese Foundation of Health Dep. of Newborn Screening Center 4F, No.55, Dong-Sing RD. Taipei, Taiwan, 11070, R.O.C	
		The Children's Hospital at Westmead, Locked Bag 4001, Westmead 2145, Cnr Hawkesbury Rd and Hainsworth St., Westmead, Sydney, N.S.W.	
		Athena Diagnostics Four Biotech Park, 377 Plantation Street, Worcester, MA 01605 USA	
		Medical Genetics Laboratories Baylor College of Medicine 2450 Holcombe, Grand Blvd. -Receiving Dock Houston, TX 77021-2024	
		Mayo Medical Laboratories 3050 Superior Drive NW Rochester, MN 55901	
		Diagnostics Lab Prevention Genetics 3700 Downwind Drive Marshfield, WI 54449 USA	
		Stanford Anatomic Pathology & Clinical Laboratories 3375 Hillview Ave. Palo Alto, CA 94304 Attn: Specimen Processing Dr Ludwine Messiaen	
		Peroxisomal Laboratory Kennedy Krieger Institute 707 N. Broadway, Baltimore USA MD 21205	
		NUH Referral Laboratories PTE LTD 5 Lower Kent Ridge Road Level 1, NUH Main Building Singapore 119074	
		Department of Paediatrics and Adolescent Medicine	

		The University of Hong Kong L7-55, Laboratory Block, Faculty of Medicine Building, 21 Sassoon Road, Pokfulam, Hong Kong	
		Ministry of Health Family Health Unit Procurement and Supply 1 Hospital Road, Meyuns Koror, Republic of Palau 96940	Door to Door for both pick- up and Delivery (Kits only)

A. INBOUND (Newborn Screening blood samples and parcels from the various locations specified in the 5 Lots) going to:

- 1. For Newborn Screening Center- National Institutes of Health, University of the Philippines Manila with its current address: Building H, Ground Floor, and Newborn Screening Center- NIH, UP -Ayala Land Techno Hub, Commonwealth, and Quezon City**
- 2. For Institute of Human Genetics- 625 National Institutes of Health Building, Pedro Gil St. Malate, Manila**

B. LOCAL OUTBOUND Results, Parcels, Newborn Screening Kits, and sample collection kits and other IHG laboratories' forms, info materials and other documents.

- 1. From: Institute of Human Genetics located at 625 NIH Bldg. Pedro Gil St. Malate, Manila or from Newborn Screening Center- NIH, UP Ayala Land Technohub, Quezon City**
- 2. Going to: Various locations included in the defined 5 Lots.**

C. LOT 5: INTERNATIONAL OUTBOUND (Samples/ International Parcels)

(Please refer to list of international affiliate laboratories and hospitals see Appendix)

- 1. Average of two to three (2-3) transactions per month going to international laboratories and hospitals. Approximate weight per transaction is less than or equal to 1 kg. Samples will be sent using clinical packs and may be sent at room or refrigerated temperature.**
- 2. International Outbound packages shall be picked up from the following:**
Institute of Human Genetics, UP Manila with its local address: 625 National Institutes of Health, Pedro Gil St. Malate, Manila
and/or
Building H, Ground Floor, Newborn Screening Center- NIH, UP -Ayala Land Techno Hub, Commonwealth, Quezon City

And DELIVERED TO: DEFINED IN LOT 5