



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

6th & 7th Floors, Tower 1
Double Dragon Plaza
DD Meridian Park
Macapagal Avenue corner
EDSA Extension
1308 Bay Area, Pasay City

(+632) 8249-5900 loc. 62
adminservices@tieza.gov.ph
www.tieza.gov.ph

MEMORANDUM FOR THE CHIEF OPERATING OFFICER

FROM : THE MANAGER
Administrative Services Department

SUBJECT : MOA EXTENSION

DATE : 22 OCTOBER 2020

In view of the 50% increase in the work/operational capacity at the TIEZA Main Office effective 3 November 2020, may we request that the Service Agreement/Memorandum of Agreement with Metro Sanitas, Corp. be extended up to 31 December 2020.

The above request is for the Authority to sustain its COVID-19 pre-screening protocols at least for this year. The above is also deemed necessary by this office since there are personnel who will be reporting back to work for the first time since the lockdown last March 2020.

For the COO's consideration and/or approval.

APPROVED/DISAPPROVED:

POCHOLO J. D. PARAGAS
Chief Operating Officer

SERVICE AGREEMENT

This Agreement made and entered into by and between:

TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY (TIEZA), a corporation duly organized and existing under the laws of the Republic of the Philippines with principal office located at the 6th and 7th Floors of Tower 1 Double Dragon Plaza, Diosdado Macapagal Ave. corner EDSA, Bay Area, Pasay City, and represented by its **CHIEF OPERATING OFFICER, POCHOLO J.D. PARAGAS**, hereinafter referred to as "**TIEZA**",

-and-

METRO SANITAS, CORP., a duly licensed medical diagnostic clinic organized and existing under Philippine laws, with office address at 10th Floor, MGO Bldg, Dela Rosa corner Legaspi St, Legaspi Village, Makati City, and represented by its **CEO, ELEANOR BENCGO-TAN, MD** hereinafter referred to as the "**MSC**":

WITNESSETH:

WHEREAS, TIEZA desires to avail of the services of MSC to supply and administer the screening of Covid 19 using the **Rapid Test Kits Innovita 2019-nCOV Antibody Test - Colloidal Gold**, certified and approved by Food and Drug Administration (FDA), interpret results and issue a certification of CoVID-19 Antibody Test Result per employee duly signed by a Licensed Physician.

MSC shall conduct the Screening for COVID 19 via Rapid Test Kits in compliance with current DOH Circulars / Memorandums.

MSC shall perform the **RT-PCR TEST (Real Time Reverse Transcription Polymerase Chain Reaction Test)** swab collection for employees who will yield a **Positive IgM Ab** result and for **Symptomatic employees**, in partnership with a biomolecular laboratory.

NOW AND THEREFORE, for and in consideration of the foregoing promises, the parties have agreed on the following terms and conditions:

1. Employees shall be pre-screened and classified "symptomatic" or "asymptomatic" thru the Registration and Consent Form provided by MSC.
2. Asymptomatic employees may proceed to the screening site / clinic for the test. Those who are Symptomatic shall not participate in the scheduled test for asymptomatic employees and will be scheduled for an RT-PCR Test separately. Symptomatic employees are recommended to undergo strict quarantine measures.
3. **TIEZA** shall provide the employee list to the MSC Sales Representative at least 2 days before the scheduled screening date for faster facilitation.
4. TIEZA shall ensure that all employees scheduled for testing shall wear face masks.
5. MSC shall strictly comply with the Data Privacy Act (DPA) of 2012, undertake to observe the highest level of protection of the Data Privacy rights of **TIEZA** employees who will undergo the CoVID-19 Rapid Test and ensure that adequate and effective security measures are implemented in processing their sensitive personal and health information. MSC shall not, in any manner, disclose any of the employees' personal and health information, in whatever format, to a Third Party without the consent of the concerned employees.
6. The CoVID-19 Rapid Testing shall be done at TIEZA's Central Office at the 6th and 7th Floors of Tower 1 Double Dragon Plaza, Diosdado Macapagal Ave. corner EDSA, Bay Area, Pasay City.
7. TIEZA shall ensure that the said venue is well ventilated, frequently disinfected and structured in such a way that physical distancing among employees is strictly observed. All employees shall be required to wear face masks.

8. MSC shall handle the registration area to gather complete information via pre-accomplished Registration Form and the Informed Consent Form.
9. The employee shall proceed for checking of vital signs and temperature before actual collection of blood. Extraction of blood and/or RT-PCR swab collection shall be done by a duly licensed Medical Personnel.
10. MSC shall inform the employee of the result of the screening test. Recommendation of a duly licensed Doctor shall be based on rapid test results.
11. MSC shall send the summary of results within 24 - 36 hours to TIEZA's appointed personnel with the ff. contact details:

DR. ROSANNA M. OLGADO
 ADMINISTRATIVE SERVICES MANAGER
adminservices@tieza.gov.ph

12. TIEZA shall agree to pay MSC the following fees:

Administration with Rapid Test Kits

Venue	No. of Employees	Price per person	TAT for individual results	TAT for Summary of results
TIEZA PASAY OFFICE	300-700 pax	Php 1,200	15 mins	24-36 hours

RT-PCR Swab Collection (subject to Rapid Test Results)

Venue	Price per person	TAT for results
TIEZA PASAY OFFICE	Php 4,500	3-4 working days

13. Mode of payment

- a. 50% Down payment payable at least one day before date of testing
- b. Balance shall be billed to the Company 15 days after availability of Tabulated Summary of Rapid Test results.

14. Options for payment

- a. Via check payment payable to **Metro Sanitas Corporation**
- b. Via Over the counter deposit or online transfer to:
 BANK ACCOUNT NAME: **METRO SANITAS CORPORATION**
 BANK ACCOUNT NUMBER: **0000-010384-551**
(CURRENT ACCOUNT)
 BANK AND BRANCH: **SECURITY BANK – EMERALD BRANCH**

This agreement shall be in full force effective July 7, 2020.

Both parties must agree in writing upon any amendments or modification to this agreement hereto.

**TOURISM INFRASTRUCTURE AND
 CORPORATION
 ENTERPRISE ZONE AUTHORITY (TIEZA)**

METRO

SANITAS


POCHOLO D. PARAGAS
 CHIEF OPERATING OFFICER

ELEANOR BENGCO-TAN, MD
 CHIEF EXECUTIVE OFFICER