

**TERMS OF REFERENCE**  
**MANPOWER AGENCY FOR CONTRACTUAL EMPLOYEES**

**I. CRITERIA**

1. Main address/location must be within Metro Manila and with regional offices in Cebu and Davao City
2. Must be updated in remittances to SSS, Philhealth and Pag-ibig Fund
3. Submission of a certificate under oath that the bidder complies with existing labor laws and standards.
4. Must have at least 3 years of profitable operation (stamped received by BIR for 2013, 2014 and 2015)

**II. OBLIGATION/RESPONSIBILITIES OF THE AGENCY**

1. To supply the manpower needed by Small Business Corporation at the head, area and desk offices.
2. Assume responsibility with regard to compliance with the requirement of Labor Code, SSS Act, Philhealth rules and other pertinent laws on employer-employee relationship.
3. To furnish Small Business Corporation with the evaluation results of every applicant based on Personality Test, English proficiency, IQ test (verbal and non-verbal), medical examination, background investigation, Police and NBI clearances.
4. To provide an accidental insurance and medical/health maintenance coverage worth P500,000.00 and P70,000.00 respectively for every employee with the following coverage:

**A. Accidental Insurance**

Benefits	Coverage
Accidental death and dismemberment	500,000.00
Permanent Total Disability	500,000.00
Unprovoked Murder and assault	500,000.00
Accidental medical reimbursement	50,000.00
Accident burial benefit	25,000.00

**B. Medical/Health Maintenance Coverage**

Benefits	Coverage/MBL/Premium
Covers all declared pre-existing conditions, out/in patient care, emergency and dental care, ambulance conduction, and other services/special procedures	P70,000.00 per illness/ P7,500.00 annual premium

Premium for this insurance shall be billed separately based on actual cost but not to exceed P600.00 for accident insurance and P7,500.00 for health insurance per employee/annum.

5. To provide cash advance for travel allowances of employees with field work assignment.