



Republic of the Philippines
DEPARTMENT OF HEALTH
PHILIPPINE CHILDREN'S MEDICAL CENTER

Quezon Avenue, Quezon City 1100
website: www.pcmc.gov.ph email: officeofthedirector@pcmc.gov.ph
Trunkline: 588-9900 DirectLine: 924-0836 Fax No: 924-0840

INVITATION TO BID
IB-2020-058

The **Philippine Children's Medical Center**, through **PCMC Corporate Fund for CY 2020** intends to apply the sum of **Twenty-Six Million Two Hundred Thousand Pesos (Php 26,200,000.00)** being the Approved Budget for the Contract (ABC) to payment under the contract for the supply of the item shown below. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Item Description	Total ABC (Php)	Cost of Complete Set of Bidding Documents
Two (2) Years and Six (6) Months Contract for Security Services (July 2020 to December 2022)	26,200,000.00 for the 1st year	Php 25,000.00

The PCMC, through its Bids and Awards Committee, now invites bids for the above-mentioned project. Delivery of the Project is required per Section VI – Schedule of Requirements. Bidders should have completed similar project as specified in **ITB** Clauses 5.4 and 12.1. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 18. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

SCHEDULE OF ACTIVITIES

1. Availability of Bidding Documents (start) : June 2, 2020
2. Pre-bid Conference : June 10, 2020
9:00 A.M., Procurement Division's Waiting Area
3. Submission of Eligibility, Technical and Financial Requirements : On or before June 22, 2020
9:00 A.M., Guard-on-Duty, 3rd Floor, Procurement Division
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The Philippine Children's Medical Center reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

Interested bidders may obtain further information and inspect the bidding documents at PCMC-BAC Secretariat Office with Tel. No. **8924-0870 or 8588-9900** local **361/355** from **8:00 am to 5:00 pm**.


MARIA ROSARIO S. CRUZ, MD
Chairperson, Bids and Awards Committee

PHILIPPINE CHILDREN'S MEDICAL CENTER
Quezon Avenue, Quezon City

Name of Project : SECURITY SERVICES [Two (2) Years and Six (6) Months Contract]

Invitation to Bid No. IB-2020-058

TECHNICAL SPECIFICATIONS

PCMC's REQUIREMENTS	BIDDER'S OFFER
Item Description	(Use <u>attached FORMAT</u> for Qualifications of Personnel)
SECURITY SERVICES	
a) One (1) Liaison Officer working twelve (12) hours a day, seven (7) days a week at daytime	
b) Two (2) officers working eight (8) hours a day, seven (7) days a week at daytime	
c) One (1) officer working eight (8) hours a day, seven (7) days a week at nighttime	
d) Twenty-Four (24) security guards working eight (8) hours a day, seven (7) days a week at daytime	
e) Thirteen (13) security guards working eight (8) hours a day, seven (7) days a week at nighttime	
f) Eighteen (18) security guards working twelve (12) hours a day, seven (7) days a week at daytime	
g) Fifteen (15) security guards working twelve (12) hours a day, seven (7) days a week at nighttime	
h) Three (3) security guards working twelve (12) hours a day, six (6) days a week Monday to Saturday excluding Sundays and Holidays	
i) One (1) security guard working nine (9) hours a day, seven (7) days a week at daytime	
j) One (1) security guard working nine (9) hours a day, five (5) days a week Monday to Saturday excluding Sundays and Holidays	
k) One (1) security guard working nine (9) hours a day, seven (7) days a week at daytime	

PCMC has the right to reject any or all bids without offering any reason, waive any required formality and award the contract to any bidder whose proposals as evaluated by PCMC is the most advantageous to the government.

NAME OF COMPANY

ADDRESS

SIGNATURE OVER PRINTED NAME

TELEPHONE / FAX NO.

	Personnel (1)	Personnel (2)
Assignment of Personnel		
Name		
Age		
Sex		
Height		
Citizenship		
Qualifications		
1. Security Guard License		
2. Two-way Radio License		
3. Certification of Good Moral Character		
<i>(For Nos. 1 to 3, Attach supporting Documents)</i>		
4. Assimilate English		
i. Written instructions		
ii. Oral instructions		
5. Render intelligible and timely reports		
<i>(For Nos. 4 & 5, please state if qualified or not qualified)</i>		
6. Educational Attainment		
7. Years of Experience in Security Service		
<i>(For Nos. 7 & 8, please specify)</i>		

Note: Use separate sheet if needed

Submitted by:

_____ (Signature over Printed Name/Designation)



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SECTION III

Bid Data Sheet

**Two (2) Years and Six (6) Months Contract for
Security Services (July 2020 to December 2022)**

IB-2020-058

Bid Data Sheet

ITB Clause	
1.1	The Procuring Entity is <i>PHILIPPINE CHILDREN'S MEDICAL CENTER (PCMC)</i>
1.2	The name of the contract is: <i>Two (2) Years and Six (6) Months Contract for Security Services (July 2020 to December 2022)</i> The Identification number of the contract is: <i>Invitation to Bid No. IB-2020-058</i> The lot(s) and reference is/are: <i>Two (2) Years and Six (6) Months Contract for Security Services (July 2020 to December 2022)</i>
2.	The Funding Source is: The Government of the Philippines (GOP) through <i>PCMC Corporate Budget CY 2020</i> in the amount of <i>Twenty-Six Million Two Hundred Thousand Pesos (Php 26,200,000.00 for the 1st year)</i> The name of the Project is: <i>Two (2) Years and Six (6) Months Contract for Security Services (July 2020 to December 2022)</i> The Philippine Children's Medical Center reserves the right to reject bids, declare failure of bidding or not to award the contract without incurring any liability in accordance to Section 41 of the RA 9184 and its IRR. <i>(e.g. if the funds/allotments for the said project have been withheld or reduced through no fault of its own)</i>
3.1	No further instructions.
5.1	No further instructions.
5.2	Foreign bidders may participate in this Project in view of the following circumstance(s): <ul style="list-style-type: none"> (a) When a Treaty or International or Executive Agreement as provided in Section 4 of RA 9184 and its IRR allow foreign bidders to participate; (b) Citizens, corporations, or associations of a country, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines; (c) When the Goods sought to be procured are not available from local suppliers; or (d) When there is a need to prevent situations that defeat competition or restrain trade.
5.4	The Bidder must have completed, within the period specified in ITB Clause 12.1.a.iii, a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC. For this purpose, Similar contract shall refer to at least five (5) years of experience in government or private hospitals with at least 200-bed capacity within the last ten (10) years immediately prior to the bid opening.
7	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable
9.1	The Procuring Entity will hold a pre-bid conference for this Project on: <i>Refer to Invitation to Bid/Bid Bulletin</i>

<p>10.1</p>	<p>Requests for clarification(s) on any part of the Bidding Documents or for an interpretation must be in writing and submitted to the BAC of the Procuring Entity concerned at least ten (10) calendar days before the deadline set for the submission and receipt of bids.</p> <p>The Procuring Entity's address is: Quezon Avenue corner Agham Road, Quezon City</p> <p>BAC Secretariat 8924-0870 or 8588-9900 local 361</p> <p>The Supplier's address for Notices is:</p> <hr/> <p><i>Address</i></p> <hr/> <p><i>Name of Contact and Designation</i></p> <hr/> <p><i>Telephone Number</i> <i>Fax Number</i></p> <hr/> <p><i>Email Address</i></p>
<p>12.1</p>	<p>The Bidder shall submit the following <u>ELIGIBILITY AND TECHNICAL DOCUMENTS (ARRANGED, NUMBERED AND TABBED)</u> <i>[Strictly NO using of staple wire and thick materials for tabs]</i> as enumerated below:</p> <p>(a) Eligibility Documents</p> <p><u>Class "A" Documents</u></p> <ol style="list-style-type: none"> 1. Registration Certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives. 2. Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located or the equivalent document for Exclusive Economic Zones or Areas. In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of this IRR. 3. Valid Tax Clearance per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR. <p>Note:</p> <ol style="list-style-type: none"> a. Bidders may still submit the Class "A" Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the 2016 Revised IRR; or b. If already registered in the PhilGEPS under Platinum category, the Certificate of Registration and Membership and its Annex A in lieu of the uploaded file of Class "A" Eligibility Documents; or c. A combination thereof in case any of the earlier uploaded Class "A" Eligibility Documents have been expired. <p><i>In the event the bidder opted to submit only the Class "A" Eligibility Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184 (Pursuant to GPPB Circular 07-2017 dated 31 July 2017)</i></p>

4. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid. (*Use of Form No. DOBA-PCMC-SCF3b is required*)
5. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid (Refer to ITB Clause 5.4) within ten (10) years from date of bid opening (*use of Form No. DOBA-PCMC-SCF3a is required*).
6. The prospective bidder's Audited Financial Statements, showing, among others, the prospective bidder's total current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of submission.
7. The prospective bidder's computation of the Net Financial Contracting Capacity (NFCC) that must be at least equal to the ABC to be bid (*Use of Form No. DOBA-PCMC-NFF4 is required*);
OR, a committed Line of Credit from a Universal or Commercial Bank, in lieu of its NFCC computation, it must be at least equal to 10% of the ABC.

Class "B" Documents

8. For Goods, valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners should be included in the bid, stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. (*Use of Form No. DOBA-PCMC-JVF6 is required*).

Each partner of the joint venture shall submit their legal eligibility documents or Certificate of PhilGEPS Registration (Platinum Membership). The submission of technical and financial eligibility documents by any of the joint venture partners shall constitute compliance: Provided, That the partner responsible to submit the NFCC shall likewise submit the Statement of all its ongoing contracts and Audited Financial Statements.

(b) Technical Documents

9. Bid Security in the prescribed form, amount and validity period
10. Duly accomplished and signed Technical Specification/Terms of Reference and Guard Detail
11. Certification that all Security Guards and Officers to be deployed for the Contract are licensed and qualified in compliance to RA 5487 and other applicable regulating laws
12. Certification of availability of supplies and equipment from the lessor/vendor for the duration of the project as provided in the Terms of Reference
13. Omnibus Sworn Statement (*Use of the Form provided is required*)
14. Affidavit of Site Inspection [*use of Form No. DOBA-PCMC- SIF22 is required*].
15. Certificate of Performance in letterhead of their clients indicating the contact numbers and email addresses signed by the authorized head of the Department from three (3) clients of the bidder issued within the last six (6) months prior to bid opening.
Note: Certification issued by PCMC – Procurement Section must be included if bidder had done business with us. Certification of which should be of same category (e.g. equipment/supplies) of project being bided.

12.1 (a) (ii)	The bidder's SLCC similar to the contract to be bid should have been completed within Ten (10) years prior to the submission and receipt of bids.
13.1 (b)	No further instructions.

13.1 (c)	<p>The FINANCIAL COMPONENT (ARRANGED, NUMBERED AND TABBED) <i>[Strictly NO using of staple wire and thick materials for tabs]</i> of the bid shall contain the following:</p> <ol style="list-style-type: none"> 1. Duly accomplished and signed Bid Form 2. Detailed Cost Breakdown 3. Signed Conforme on Instructions to Bidders 4. Signed Conforme on Bid Data Sheet 5. Signed Conforme on General Conditions of the Contract 6. Signed Conforme on Special Conditions of the Contract. 7. One (1) CD-RW containing the exact copy of the accomplished Detailed Cost Breakdown
13.2	<p>The Total ABC is <i>Twenty-Six Million Two Hundred Thousand Pesos (Php 26,200,000.00 for the 1st year)</i>.</p> <p>Any bid with a financial component exceeding this amount shall not be accepted.</p>
15.4 (a) (iv)	No incidental services required
15.4 (b) (i)	Not applicable
15.4 (b) (ii)	No incidental services required
16.1 (b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
16.3	Not applicable
17.1	Bids will be valid until <i>One Hundred Twenty (120) calendar days</i> from the submission and opening of bids
18.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> 1. The amount of not less than Php 524,000.00, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or 2. The amount of not less than Php 1,310,000.00, if bid security is in Surety Bond. <p>REFUND & FORFEITURE OF BID SECURITY :</p> <ol style="list-style-type: none"> 1. Bid Securities can be refunded only after the winning bidder has signed the contract and /or paid the Performance Security. 2. In case of forfeiture of bid security posted other than cash for reasons cited on RA 9184, PCMC has the option to deduct such amount to any outstanding claims/receivables due to the bidder/supplier.
18.2	The bid security shall be valid until <i>One Hundred Twenty (120) calendar days from opening of bids</i> .

20.3	<p>Use of indelible ink <u>color blue</u> shall be used by the authorized signatory in signing the required forms. <i>Strictly NO using of staple wire and thick materials for tabs</i></p> <p>The First (1st) Envelope, shall contain the following:</p> <ul style="list-style-type: none"> ➤ <u>Eligibility Documents</u> accomplished in two (2) sets, each set filed in a folder ➤ <u>Technical Documents</u> accomplished in two (2) sets, each set filed in a folder <p>The Second (2nd) Envelope shall contain the Financial Component accomplished in four (4) sets, each set filed in a folder</p> <p>All copies should be certified as true copy</p> <table border="1" data-bbox="418 692 1256 767" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">COLOR CODING OF FOLDERS/ENVELOPES</td> <td style="text-align: center;">BROWN</td> </tr> </table> <p>LABEL ON THE ENVELOPE/S: Name of PROCURING ENTITY Name of CONTRACT TO BE BID IB Number DATE of Bid Opening Name of the Bidder Company Address of the Bidder Company</p> <p>IDENTIFY THE ENVELOPES: as: > Eligibility Document Requirements (original and copy 1) > Technical Document Requirements (original and copy 1) > Financial Component Requirement (original, copy 1, copy 2 and copy 3)</p>	COLOR CODING OF FOLDERS/ENVELOPES	BROWN
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21	<p>The address for submission of bids is</p> <p>Guard On-Duty Procurement Division 3rd Floor, Philippine Children’s Medical Center Quezon Avenue corner Agham Road, Quezon City</p> <p>The deadline for submission of bids is : <i>Refer to Invitation to Bid/ Bid Bulletin</i></p>		
24.1	<p>The place of bid opening: <i>Refer to Invitation to Bid/ Bid Bulletin</i></p> <p>The date and time of bid opening: <i>Refer to Invitation to Bid/ Bid Bulletin</i></p>		
24.2	No further instructions.		
24.3	No further instructions.		
27.1	No further instructions.		
28.3 (a)	<p>All items to be grouped together to form one complete Lot that will be awarded to one Bidder to form one complete contract.</p> <p>Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation and contract award.</p> <p>In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.</p>		
28.4	No further instructions.		

29.2	<p>The Lowest Calculated Bidder shall submit the following documentary requirements within a non-extendible period of five (5) calendar days from receipt of the notification that contain the following:</p> <ol style="list-style-type: none"> 1. Latest Income and Business Tax Returns filed and paid through the BIR Electronic Filing (EFPS) 2. Valid and current Certificate of PhilGEPS Registration 3. Certification of no pending case from Department of Labor and Employment (DOLE) National Labor Relations Commission <p>Failure of the Bidder declared as LCB to duly submit the requirements stated above or a finding against the veracity of such shall be ground for forfeiture of the bid security and disqualify the Bidder for award.</p>
32.4 (f)	<p>The following documents shall form part of the contract:</p> <p>Within 10 calendar days from receipt of Notice of Award (NOA), the winning bidder shall submit the Name and Qualifications of the officers and security guards for the project in conformance to the minimum qualification stated in the Terms of Reference (TOR).</p>
33.1	<p>To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period of seven (7) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.</p>

CONFORME:

 Authorized Signatory
 Signature over printed name

 Name of Company/Firm



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SECTION V

Special Conditions of Contract

**Two (2) Years and Six (6) Months Contract for
Security Services (July 2020 to December 2022)**

IB-2020-058

Special Conditions of Contract

GCC Clause	
1.1(g)	The Procuring Entity is <i>Philippine Children’s Medical Center</i>
1.1(i)	The Supplier is _____ <i>[to be inserted at the time of contract award].</i>
1.1(j)	The Funding Source is: The Government of the Philippines (GOP) through <i>PCMC Corporate Budget CY 2020</i> in the amount of <i>Twenty-Six Million Two Hundred Thousand Pesos (Php 26,200,000.00 for the 1st year)</i>
1.1(k)	The Project Site is <i>Philippine Children’s Medical Center</i>
5.1	<p>The Procuring Entity’s address for Notices is:</p> <p><i>Quezon Avenue corner Agham Road, Quezon City</i></p> <p><i>MARIA ROSARIO S. CRUZ, MD Chairperson, BAC 8924-0870 or 8588-9900 local 361.</i></p> <p>The Supplier’s address for Notices is:</p> <p>_____</p> <p><i>Address</i></p> <p>_____</p> <p><i>Name of Contact and Designation</i></p> <p>_____</p> <p><i>Telephone number Fax Number</i></p> <p>_____</p> <p><i>Email Address</i></p>
6.2	Not applicable.
10.4	Payment shall be made in <i>Philippine Pesos</i> .
10.5	Payment using Letter of Credit (LC) is not allowed
11.3	Terms of Payment Refer to Section VI: Terms of Reference (TOR) 2.0 Terms of Payment
13.4(c)	No further instructions
16.1	Not applicable.
17.3	Not applicable.
17.4	Not applicable.
21.1	No additional provision.

CONFORME:

Authorized Signatory
Signature over printed name

Name of Company/Firm



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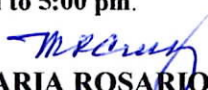
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MARIA ROSARIO S. CRUZ, MD
Chairperson, Bids and Awards Committee