



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-2021-012

1. The **Philippine Children's Medical Center (PCMC)** through the **GAA/COB CY 2021** intends to apply the sum of **Thirteen Million Pesos (Php 13,000,000.00)** for the **1st year** being the Approved Budget for the Contract (ABC) to payments under the following Invitation to Bid. 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 Contract for Engineering Maintenance Services (January CY 2021 to December CY 2022)	13,000,000.00 for the 1st year	Php 25,000.00

2. The **Philippine Children's Medical Center (PCMC)** now invites bids for the above-mentioned project. Bidders should have completed, within the **period of five (5) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a nondiscretionary "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".
 - a. 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 No. 5183.
4. Prospective Bidders may obtain further information from PCMC and inspect the Bidding Documents at the address given below during office hours.
5. A complete set of Bidding Documents may be acquired by interested Bidders **starting November 4, 2020** upon payment of the applicable fee stated above. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of PCMC, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
6. The Philippine Children's Medical Center will hold a Pre-Bid Conference on **November 12, 2020 at 2:00 P.M.** through video conferencing via *google meet* which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission on or before **November 24, 2020, 1:30 P.M., Guard-on-Duty, 3rd Floor, Procurement Division Area, PCMC Main Building.** Late bids shall not be accepted.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **November 24, 2020, 2:00 P.M. 3rd Floor, Function Hall, PCMC Main Building**. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the afore-mentioned venue. In compliance to social distancing and to support the government's effort to mitigate, if not contain the transmission of COVID-19, we will strictly allow only one authorized representative per bidder company to enter the venue during opening of bids. Provided further, that said authorized representative shall wear PPE and shall pass the triage areas as required prior entering PCMC Premises.
10. The **Philippine Children's Medical Center (PCMC)** 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

PCMC BAC Secretariat
3rd Floor, Procurement Division
PCMC Main Building
Quezon Avenue, cor. Agham Road Quezon City
Trunkline : 8588-9900 local 361 / 355
Fax Number: 8924-0870
Email : pcmcbac@gmail.com

12. You may visit the following websites:

For downloading of Bidding Document : www.pcmc.gov.ph
www.philgeps.gov.ph

October 30, 2020

SIGNED
MARIA ROSARIO S. CRUZ, MD
Chairman, Bids & Awards Committee

TERMS OF REFERENCE

MULTI-YEAR CONTRACT FOR ENGINEERING MAINTENANCE SERVICES

I. BACKGROUND

The **PHILIPPINE CHILDREN'S MEDICAL CENTER (PCMC)** is a government-owned and controlled corporation created and existing under and by virtue of Pres. Decree No. 1631, as amended, is represented by its Executive Director, **JULIUS A. LECCIONES, MD, PhD, DPA, CESO III**, with office address at Quezon Avenue corner Agham Road, Diliman, Quezon City.

The **PCMC** is a 200-bed level 3, specialty hospital with Eight (8) Service Centers of Excellence as follows:

- 1) Child Neuroscience Center
- 2) Perinatology-Neonatology-Pediatric Gynecology Center
- 3) Medical Internal System Specialties Division
- 4) Cancer and Hematology Center
- 5) Adolescent Center
- 6) Pediatric Critical Care Center
- 7) Clinical center for General Pediatrics
- 8) Center for Pediatric Surgery Anesthesia and Allied Medical Services

PCMC has a gross building area of 30,000 square meters consisting of three (3) floors at 10,000 sq. m per floor.

II. OBJECTIVES

To acquire the services of an independent experienced, and qualified contractor for Engineering Maintenance Services who can provide well-trained, qualified technical personnel in-charge of running and keeping the systems and equipment operation smoothly as well as maintenance of building and properties.

III. SCOPE OF WORK

The **SERVICE PROVIDER** shall provide engineering maintenance services for a period of two (2) years at **PCMC** building and premises.

A. Job Description

1. Perform Predictive, Preventive and corrective maintenance

- 1.1 Coordinate the preparation of Preventive Maintenance (PM) Schedule for building machineries and equipment and room facilities.
- 1.2 Conduct regular inspection based on PM Schedule.
- 1.3 Perform major and minor repairs on equipment and fill out PM Check List with the dates, parts, unusual observations, and all works done.
- 1.4 Prepare monthly, quarterly, and annual reports for PM works.
- 1.5 Assist in the monitoring and inspection of preventive maintenance conducted by outside contractor for equipment under warranty, tie-up, and under service maintenance contract.

1.6 Monitor facility's safety and compliance.

2. Plant Operation and Emergency Maintenance

- 2.1 Study plans, specifications, operational and maintenance procedures, brochures and manuals.
- 2.2 Assist in monitoring and preparing 24 hours, 365 days / year ledger and daily log-sheet and incident reports for the machineries and equipment
- 2.3 Assist in the monitoring and inspection of emergency maintenance/repairs conducted by outside contractor for equipment under warranty, tie-up, and under service maintenance contract.

3. Job Order/ Service calls and Request for check-up and repair

- 3.1 Respond to job orders/service calls and request for check-up and repair of equipment in a timely manner.
- 3.2 Prepare monthly job order/service calls accomplishments.

4. Technical Services

- 4.1 Provide technical services in the design, installation and operation of additional facilities for the hospital.
- 4.2 Provide technical services in the design, supervision and operation of minor renovations, improvement, and upgrade of hospital facilities.
- 4.3 Provide assistance in the inspections and supervision on all works done by each shift.
- 4.4 Assist in the monitoring, reporting and implementation of **PCMC** infrastructure projects.

5. Clean and maintain specific areas assigned to Engineering Services

5.1 Power Center Areas:	Total Area	=	294.30 sq. m.
a. Electrical Rooms		=	218.40 sq. m.
b. Switch gear/Power Transformer Areas		=	28.80 sq. m.
c. Emergency Generators		=	47.10 sq. m.
5.2 Building Machineries Areas:	Total Area	=	71.37 sq. m.
a. Medical Oxygen Manifold			
b. Oxygen Vie Tank Area		=	29.64 sq. m.
c. LPG Perimeter		=	11.73 sq. m.
d. Deep Well and Filtration Perimeter Area		=	15.00 sq. m.

B. Scope of Responsibility

1. MEDICAL EQUIPMENT

- 1.1 Radiology Section Equipment
 - a. Magnetic Resonance Imaging (MRI)
 - b. CT Scan
 - c. Digital Radiography Fluoroscopy
 - d. Others
- 1.2 Laboratory Equipment
 - a. Hema Analyzer
 - b. Blood Culture
 - c. Urine Analyzer
 - d. Coagulation Machine
 - e. Others
- 1.3 Steam and Gas Sterilizer

- 1.4 Ventilator
- 1.5 Perfusor
- 1.6 Infusion pump
- 1.7 Pulse Oximeter
- 1.8 Patient Monitor
- 1.9 Infant Warmer
- 1.10 Others

2. MECHANICAL SYSTEM

- 2.1 Air Exhaust System
- 2.2 Medical Gas Pipe Lines
- 2.3 Medical Compressed Air System
- 2.4 Medical Central Vacuum Pump
- 2.5 Medical Liquid Oxygen and Manifold
- 2.6 Oxygen Generating Plant
- 2.7 Liquefied Petroleum Gas System
- 2.8 Water and Fire Pumps
- 2.9 Water Heaters
- 2.10 Motor Vehicles
- 2.11 Air-conditioning system
- 2.12 Elevator
- 2.13 Others

3. CIVIL AND STRUCTURAL SYSTEM

- 3.1 Building (interior and exterior)
- 3.2 Walls and Ceiling.
- 3.3 Roads
- 3.4 Parking
- 3.5 Offices
- 3.6 Others

4. ELECTRICAL SYSTEM

- 4.1 Building light and switches
- 4.2 Building convenience outlets
- 4.3 Ground and perimeter lights
- 4.4 Power Centers
 - a. Emergency generators
 - b. Automatic Transfer Switch
 - c. Main switch and breakers
 - d. Systems switches and breakers
- 4.5 Others

5. PLUMBING SYSTEM

- 5.1 Water cistern
- 5.2 Water pumps
- 5.3 Cold and hot water lines
- 5.4 Sewer lines
- 5.5 Water valves, faucets and W.C flushing mechanism
- 5.6 Fire hydrants and lines
- 5.7 STP
- 5.8 Others

6. COMMUNICATION SYSTEM

- 6.1 PABX and local line system
- 6.2 Direct lines
- 6.3 Public address system
- 6.4 Nurse call system
- 6.5 Cell phone / 2-way radio
- 6.6 Others

7. GENERAL MAINTENANCE

- 7.1 Office Equipment
- 7.2 Wheelchairs, Stretchers, Carts, Beds and Cribs
- 7.3 Sound System
- 7.4 Vertical Blinds
- 7.5 Dietary Equipment
- 7.6 Electric Fans
- 7.7 Television Sets
- 7.8 Doors, windows, louvers locks, screen and hinges.
- 7.9 Vinyl and ceramic tiles
- 7.10 Others

IV. MANPOWER REQUIREMENT

A. GENERAL CONDITIONS

1. Manpower requirements

Maintenance Crew	Quantity	Duty
	CY 2021-2022	
Project Engineer	One (1)	8:00 am to 5:00 pm Monday to Saturday
Job Order Taker	One (1)	
Architect	One (1)	
Project and Construction Supervisor	One (1)	
Carpenter/Painter	Five (5)	
Telephone Technician/Electronic & Office Tech.	Two (2)	
Refrigeration & A/C Technician	Four (4)	
Biomedical Technicians	Four (4)	
Plumber	Four (4)	
Mason / Tile Setter	One (1)	
Auto Mechanic/Welder	Two (2)	
Shift Engineer	Three (3)	three (3) shifts, six (6) days a week per engineer including Holidays
Electrician	Seven (7)	two (2) electrician per shifts, three (3) shifts, six (6) days a week per electrician including Holidays
Total	36	

All personnel must comply with the minimum qualifications per attached Annex "A".

Additional staff may be required as the need arises. Compensation for additional staff shall be arranged on a case-to-case basis.

- 2. The **SERVICE PROVIDER** is responsible for the payment of all benefits due all its personnel under the labor laws and pertinent rules and regulations.

3. The **SERVICE PROVIDER** shall also comply with the following obligations:
 - 3.1 Provide identification cards and uniforms to its employees and mandatory wearing of the same.
 - 3.2 Assigned personnel to the **PCMC** should be thoroughly screened and required to submit the following:
 - a. NBI and Police Clearances before employment
 - b. Laboratory results of Medical Examination such as:
 - ✓ for pre-employment
 - CBC
 - Chest X-Ray
 - Urinalysis / Drug Test
 - Blood chem for 40 years old and above
 - COVID Testing
 - ✓ during employment
 - Annual Medical Examinations of the above test
 - 3.3 Submit all its employees assigned at **PCMC** on the security procedure and safety rules and regulations. The duly authorized personnel and/or representatives of **PCMC** shall have the right to make a body search on the **SERVICE PROVIDER**'s personnel, including a search on their personal belongings, before they shall be allowed to entry or exit from the premises.
 - 3.4 Inform **PCMC** in writing any removal or separation from the service of any of its personnel.
 - 3.5 Adhere to the **PCMC**'s prerogative to request a replacement of any of its workers.
 - 3.6 Exercise control and supervision, at all times, over its employees deployed at **PCMC** and shall be directly, primarily, and solely responsible for any damages or liabilities that its employees may cause or incur.
 - 3.7 Submit to **PCMC**, thru the Head of the Engineering Section a monthly report of its work accomplishments (*attachment on monthly billings*), including work evaluations of its individual workers, on or before the 10th day of the following month.
 - 3.8 Exercise extraordinary care and diligence in carrying out its obligations under this Contract and to the best interest of **PCMC**.
 - 3.9 During the period of this Contract or at any time thereafter, employees of the **SERVICE PROVIDER** shall sign a non-disclosure agreement prior to the deployment.
 - 3.10 Guarantee non-occurrence of any form of action, protest, mass leave, picket, strike by its employees within the **PCMC** premises
4. **SERVICE PROVIDER** guarantees that all its personnel are qualified and experienced in the particular work contracted.
5. **SERVICE PROVIDER** shall replace any of its employees who shall perform any act of commission or omission which may be prejudicial to the interest of **PCMC** or which may constitute negligence in the performance of their functions.
6. **SERVICE PROVIDER** shall maintain a very satisfactory rating on over-all basis at the end of each month using the following criteria: (See ANNEX B). Two (2) consecutive ratings of unsatisfactory shall be cause for the termination of the contract. The contract of the **SERVICE PROVIDER** may be extended at the option of **PCMC** until a successful bidding takes place.

7. **SERVICE PROVIDER** shall abide by all existing policies of **PCMC** in relation to any disciplinary actions of its personnel in terms of punctuality and office decorum.
8. **SERVICE PROVIDER** shall comply with all labor and social security laws, rules, and regulations; otherwise, any violation thereof shall be a ground for the automatic termination of this Contract. For this purpose, **PCMC** may require the **SERVICE PROVIDER** pertinent documents relative to compliance with such laws and rules and regulations. Unjustified failure or refusal of the **SERVICE PROVIDER** to comply shall also be a ground for the automatic termination of this contract.
9. **SERVICE PROVIDER** shall have the entire control and supervision over the work and services herein agreed upon, and **PCMC** shall in no matter be answerable or accountable for any accident or injury, loss or damage arising from the negligence and carelessness of the **SERVICE PROVIDER** or any one of its employee to any person or property, and **SERVICE PROVIDER** hereby assumes all liability for and on account of any such injury, loss or damage and keep **PCMC** free from any liabilities or obligation there from.
10. The **SERVICE PROVIDER** is and shall remain independent from **PCMC**. There shall be no employer-employee relationship between **PCMC** and **SERVICE PROVIDER** or its personnel, agents or subcontractors. **PCMC** shall not in any way be liable or responsible for any personal injury, including death, or damage to property, sustained or caused by any of the employees, agents or subcontractors of **SERVICE PROVIDER** in the performance of its obligations and undertaking of this agreement.

V. EQUIPMENT, TOOLS & SUPPLIES

The **SERVICE PROVIDER** shall provide all the tools and equipment necessary for the performance of the services which includes but not limited to the following:

1. Equipment and tools required on-site
 - 1.1 Clamp Ammeter
 - 1.2 Multi-tester
 - 1.3 Electric Drill heavy duty with hammer
 - 1.4 Flashlight, 2pcs
 - 1.5 A-Frame Aluminum Ladder, heavy duty (8', 12')
 - 1.6 Heavy-duty Air Compressor
 - 1.7 Pressure Washer
 - 1.8 Rotary hammering drill, heavy duty
 - 1.9 Allen Wrench
 - 1.10 Jig Saw
 - 1.11 Disc Grinder
 - 1.12 Circular saw
 - 1.13 Ratchet Socket Set
 - 1.14 Strap Wrench
 - 1.15 Welding machine
 - 1.16 Tone Tracer
 - 1.17 Tone Generator
2. Equipment to be provided within 24 hours when needed
 - 2.1 Chain Saw with permit from DENR
 - 2.2 Jack Hammer

3. Personal Protective Equipment (PPE)

- 3.1 Safety goggles
- 3.2 Safety Shoes
- 3.3 Safety Gloves
- 3.4 Helmet
- 3.5 Face Mask
- 3.6 Face Shield

4. Supply and Installation of Finger scan for its employees

VI. TERMS OF PAYMENT

Prior to any payment by **PCMC**, **SERVICE PROVIDER** is required to submit, in addition to the aforementioned supporting papers, an affidavit to the effect that it has correctly paid all the wages, salaries, benefits and/or remunerations of its employees in accordance with existing Labor Laws and Regulations and it has promptly remitted the employees contributions and the employer's share to SSS and Pag-ibig. **PCMC** shall not process any billings that are not accompanied by the said affidavit and shall be absolved from any liability resulting therefrom.

The **SERVICE PROVIDER** authorizes **PCMC** to deduct automatically from the former's monthly billing any and all amounts due to the latter under the provisions of this Contract.

VII. PERIODIC INSPECTION LIABILITY FOR DEFECTIVE WORK

PCMC reserves the right to make periodic inspection on the services being performed at any and all times during the duration of this Contract. Such services shall be subject to the approval of **PCMC** with respect to the result thereof. In case **PCMC** is not satisfied with the services rendered, **SERVICE PROVIDER** shall undertake the necessary revisions/reworks and all expenses incident thereto shall be for the **SERVICE PROVIDER's** account.

VIII. LAWS, PERMITS AND CLEARANCES

SERVICE PROVIDER agrees to comply with all labor laws, clearances, advisory, order, rules and regulations pertaining to the services herein and undertakes securing at their own expense all regulatory and statutory permits/clearances from the proper government offices.

CONFORME:

Signature over Printed Name of Authorized Signatory

Name of Bidder

ANNEX A MINIMUM QUALIFICATION

Project Engineer

- Male/Female, preferably Mechanical Engineer with PRC license
- 24 - 55 years' old
- At least 5 years working experience related to the job
- Good communication skills, both written and oral
- Knowledgeable in Engineering design and estimates
- Knowledgeable in AutoCAD or other computer aided designs
- Knowledgeable in Project Management

Project and Construction Supervisor

- Male/Female, preferably Civil Engineer with PRC license 24 - 55 years' old
- At least 2 years working experience related to the job
- Knowledgeable in Construction coordination / monitoring
- Knowledgeable in AutoCAD, Revit or other computer aided drawing designs

Architect

- Male/Female, Architect with PRC license
- 24 - 55 years' old
- At least 2 years working experience related to the job
- Knowledgeable in Power point presentation, 3D and interior design
- Knowledgeable in AutoCAD, Revit or other computer aided drawing designs

Shift Engineer

- Male/Female, preferably Electrical Engineer with PRC license
- 24 - 55 years' old
- At least 2 years working experience related to the job
- Knowledgeable in Electrical Engineering design, estimates and codes and safety standard
- Knowledgeable in AutoCAD or other computer aided designs

Job Order Taker

- Male or Female, at least 2 years in college
- 21-35 years' old
- Good communication skills, customer service oriented
- Computer literate, knowledgeable in Microsoft office with good typing skills

Auto Mechanic / Welder

- Male, 21 - 55 years' old
- With at least 2 years' experience related to the job
- With certificates of trainings related to the job is an advantage
- Can read and write legibly

Carpenter-Painter

- Male, 21 - 55 years' old

- With at least 2 years' experience related to the job
- With certificates of trainings related to the job is an advantage
- Can read and write legibly

Telephone Technician/Electronic & Office Tech.

- Male, 21 - 55 years' old
- Vocational/TESDA or College level
- With at least 2 years' experience related to the job
- With certificates of trainings related to the job is an advantage

Refrigeration & A/C Technician

- Male, 21 - 55 years' old
- Vocational/TESDA or College level
- With at least 2 years' experience related to the job
- With certificates of trainings related to the job is an advantage

Biomedical Technician

- Male or Female, 21 - 55 years' old
- Graduate of BS Electronics Engineering or Biomed course or vocational course or TESDA or with at least 2 years working experience in healthcare technology and medical equipment and health-related facility
- Knowledge in the preventive, corrective and emergency maintenance of various medical equipment
- With certificates of trainings related to the job is an advantage

Plumber

- Male, 21 - 55 years' old
- With at least 2 years' experience related to the job
- Preferably knowledgeable in construction works
- With certificates of trainings related to the job is an advantage
- Can read and write legibly

Mason/Tile setter

- Male, 21 - 55 years' old
- With at least 2 years' experience related to the job
- Preferably knowledgeable in construction works
- With certificates of trainings related to the job is an advantage
- Can read and write legibly

Electrician

- Male, 21 - 55 years' old
- Vocational/TESDA or College level
- With at least 2 years' experience related to the job
- With certificates of trainings related to the job is an advantage

CONFORME:

Signature over Printed Name of Authorized Signatory

Name of Bidder

ANNEX B

Monthly Performance Evaluation Form

1. Clients Evaluation - Job Orders (60%)

SCORING

99% to 100% VS rating or Higher	5	Outstanding	4.51 to 5.0
90% to 98% VS rating or Higher	4	Very Satisfactory	3.51 to 4.5
80% to 89% VS rating or Higher	3	Satisfactory	2.51 to 3.5
70% to 79% VS rating or Higher	2	Unsatisfactory	1.51 to 2.5
60% to 69% VS rating or Higher	1	Poor	1 to 1.5

2. Compliance to Contract (40%)

2.1 Attendance (30%)

1 to 10 absent	5
11 to 20 absent	4
21 to 30 absent	3
31 to 40 absent	2
41 and above absent	1

2.2 Equipment (10%)

complete	5
1 lacking	4
2 lacking	3
3 lacking	2
4 or more lacking	1

TOTAL **100%**

CONFORME:

 Signature over Printed Name of Authorized Signatory

 Name of Bidder