



Republic of the Philippines  
DEPARTMENT OF HEALTH  
PHILIPPINE CHILDREN'S MEDICAL CENTER  
Bids and Awards Committee  
Quezon Avenue, Quezon City 1100  
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Trunkline: 8588-9900 local 361/355 Telefax No.: 8924-0870

## SECTION I

# *Invitation to Bid*

**ONE (1) LOT LAUNDRY SERVICE  
For Three (3) Years**

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**IB-2022-033**



Republic of the Philippines  
DEPARTMENT OF HEALTH  
**PHILIPPINE CHILDREN'S MEDICAL CENTER**  
Quezon Avenue, Quezon City 1100  
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## INVITATION TO BID NO IB 2022-033

1. The **Philippine Children's Medical Center (PCMC)** through the **GAA CY 2022** intends to apply the sum of **Three Million Two Hundred Sixty-Three Thousand Five Pesos (Php 3,263,005.00)** 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.

DESCRIPTION	Total Cost	Cost of Bidding Docs
<b>ONE (1) LOT LAUNDRY SERVICES Three (3) Years</b>	<b>3,263,005.00 (for the 1<sup>st</sup> year)</b>	<b>5,000.00</b>

2. The **Philippine Children's Medical Center (PCMC)** now invites bids for the above-mentioned project. Delivery of the Goods is required **within Seven (7) calendar days upon receipt of Notice to Proceed**. Bidders should have completed, within the **past two (2) 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 11, 2021** 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 19, 2021 at 10:00 A.M.** through video conferencing via *google meet* ([meet.google.com/yxd-qjqj-iru](https://meet.google.com/yxd-qjqj-iru)) which shall be open to prospective bidders.

**PhilHealth Accredited**



7. Bids must be duly received through manual submission on or before **December 1, 2021 1:30 P.M., Guard-on-Duty, 3<sup>rd</sup> 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 **December 1, 2021, 2:00 P.M. 3<sup>rd</sup> Floor, Procurement Division Area, PCMC Main Building**. Bidders' representatives who choose to attend the opening of bids via google meet shall proceed to Function Hall, PCMC Main Building. 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 follow PCMC's safety protocol by wearing face mask and face shield 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.

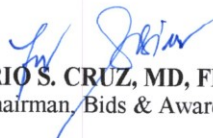

11. For further information, please refer to:

Procurement Division  
3<sup>rd</sup> Floor, Procurement Division Area  
PCMC Main Building  
Quezon Avenue, cor. Agham Road Quezon City  
Trunkline : 8588-9900 Loc 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](http://www.pcmc.gov.ph)  
[www.philgeps.gov.ph](http://www.philgeps.gov.ph)

November 10, 2021

  
**MARIA ROSARIO S. CRUZ, MD, FPPS, FPSN, FPNSP**  
Chairman, Bids & Awards Committee 



Republic of the Philippines  
DEPARTMENT OF HEALTH  
PHILIPPINE CHILDREN'S MEDICAL CENTER  
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Quezon Avenue, Quezon City 1100  
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Trunkline: 588-9900 local 361/355 Telefax No.: 924-0870

## SECTION II

# *Instructions to Bidders*

## ONE (1) LOT LAUNDRY SERVICE For Three (3) Years

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**IB-2022-033**

## 1. Scope of Bid

The **Philippine Children’s Medical Center (PCMC)** wishes to receive Bids for the following Project:

IB NUMBER	ITEM DESCRIPTION	TOTAL ABC
IB-2022-033	One (1) Lot Laundry Service for Three (3) Years	3,263,005.00 (for the 1 <sup>st</sup> year)

The above Procurement Projects, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

- 2.1. The GOP through the source of funding as indicated below for **CY 2022** in the amount of **Three Million Two Hundred Sixty-Three Thousand Five Pesos (Php3,263,005.00)** for the 1<sup>st</sup> year.
- 2.2. The source of funding is:
  - a. GOCC and GFIs, the Corporate Operating Budget

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2.

- a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
  - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## 7. Subcontracts

7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

## 8. Pre-Bid Conference

The Philippine Children's Medical Center will hold a Pre-Bid Conference on **November 19 at 10:00 A.M.** through video conferencing via google meet which shall be open to prospective bidders, as indicated in paragraph 6 of the **IB**.



## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## 10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **the past two (2) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## 12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;

- iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
  - iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

### 13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in:
- a. Philippine Pesos.

### 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **120 calendar days**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### 15. Sealing and Marking of Bids

Use of indelible ink color blue shall be used by the authorized signatory in signing the required forms. ***Strictly NO using of staple wire and thick materials for tab***

The **First (1<sup>st</sup>) Envelope**, shall contain the following Technical Documents accomplished in two (2) sets, **filed in a folder**

The **Second (2<sup>nd</sup>) Envelope** shall contain the Financial Component accomplished in Three (3) sets, **each set filed in a folder**

**All copies should be certified as true copy**



<b>COLOR CODING OF FOLDERS/ENVELOPES</b>	<b>BROWN</b>
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<b>LABEL ON THE ENVELOPE/S:</b> 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	<b>IDENTIFY THE ENVELOPES:</b> as: > Technical Component Requirements (original and copy 1) > Financial Component Requirement (original, copy 1 and 2)
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## 16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

## 17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## 18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## 19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as follows:

Option 1 – One Project having several items that shall be awarded as one contract.

- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## 20. Post-Qualification

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## 21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

### CONFORME:

\_\_\_\_\_  
Authorized Signatory  
Signature over printed name  
Contact Number: \_\_\_\_\_

\_\_\_\_\_  
Name of Company/Firm

\_\_\_\_\_/\_\_\_\_\_  
Company's Official E-mail Address / Fax Number  
(where notices will be sent)

\_\_\_\_\_  
Company's Official Contact Number



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## **SECTION III**

# ***Bid Data Sheet***

**ONE (1) LOT LAUNDRY SERVICE**  
**For Three (3) Years**

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**IB-2022-033**

## Bid Data Sheet

ITB Clause							
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>a. <i>Laundry Service in Hospitals with at least 200 bed capacity</i></li> <li>b. completed within <i>the last two (2) years</i> prior to the deadline for the submission and receipt of bids.</li> </ol>						
7.1	Subcontracting is not allowed.						
12	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.						
14.1	<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"> <li>1. The amount of not less than <b><u>two percent (2%) of the ABC of the item(s) joined</u></b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>2. The amount of not less than <b><u>five percent (5%) of the ABC of the item(s) joined</u></b>, if bid security is in Surety Bond.</li> </ol>						
19.3	<table border="1" style="width: 100%; border-collapse: collapse; margin: 10px auto;"> <thead> <tr> <th style="text-align: center;">IB NUMBER</th> <th style="text-align: center;">ITEM DESCRIPTION</th> <th style="text-align: center;">TOTAL ABC</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">IB-2022-033</td> <td style="text-align: center;">One (1) Lot Laundry Service for Three (3) Years</td> <td style="text-align: center;">3,263,005.00 (for the 1<sup>st</sup> year)</td> </tr> </tbody> </table>	IB NUMBER	ITEM DESCRIPTION	TOTAL ABC	IB-2022-033	One (1) Lot Laundry Service for Three (3) Years	3,263,005.00 (for the 1 <sup>st</sup> year)
IB NUMBER	ITEM DESCRIPTION	TOTAL ABC					
IB-2022-033	One (1) Lot Laundry Service for Three (3) Years	3,263,005.00 (for the 1 <sup>st</sup> year)					
20.2	<p>The Lowest Calculated Bidder shall submit the following documentary requirements within a non-extendible period of <i>five (5) calendar days</i> from receipt of the notification that contain the following:</p> <ol style="list-style-type: none"> <li>1. Latest Income and Business Tax Returns filed and paid through the BIR Electronic Filing (EFPS) within the last three (3) months</li> <li>2. Valid and current Certificate of PhilGEPS Registration.</li> <li>3. Other appropriate licenses and permits required by law and additional documents that may be required and/or stated in the Bidding Documents. <ol style="list-style-type: none"> <li>a. DENR Permit to Operate</li> <li>b. Sanitary Permit</li> </ol> </li> </ol> <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>						

21.2	<i>No additional contract documents relevant to the Project</i>
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**CONFORME:**

\_\_\_\_\_  
Authorized Signatory  
Signature over printed name  
Contact Number: \_\_\_\_\_

\_\_\_\_\_  
Name of Company/Firm

\_\_\_\_\_  
Company's Official E-mail Address  
(where notices will be sent)

\_\_\_\_\_  
Company's Official Contact Number



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## SECTION IV

# *General Conditions of Contract*

## ONE (1) LOT LAUNDRY SERVICE For Three (3) Years

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**IB-2022-033**



## 1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## 2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

*[Include the following clauses if Framework Agreement will be used:]*

2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.

2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

## 3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184. *{[Include if Framework Agreement will be used:] In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.}*

## 4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project *{[Include if Framework Agreement will be used:] or Framework Agreement}* specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity

shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

**5. Warranty**

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

**6. Liability of the Supplier**

The Supplier’s liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

**CONFORME:**

\_\_\_\_\_  
Authorized Signatory  
Signature over printed name  
Contact Number: \_\_\_\_\_

\_\_\_\_\_  
Name of Company/Firm

\_\_\_\_\_/ \_\_\_\_\_  
Company’s Official E-mail Address / Fax Number  
(where notices will be sent)

\_\_\_\_\_  
Company’s Official Contact Number



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## SECTION V

### *Special Conditions of Contract*

# ONE (1) LOT LAUNDRY SERVICE For Three (3) Years

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**IB-2022-033**

# Special Conditions of Contract

GCC Clause	
1	<p><i>For Goods supplied from within the Philippines:</i></p> <p>Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity:</p> <ul style="list-style-type: none"> <li>(i) Original and four copies of the Supplier's invoice/ delivery receipt showing Goods' description, quantity, unit price, and total amount;</li> <li>(ii) Four copies of Material Safety Data Sheet for a specified product upon initial delivery</li> </ul> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The Supplier shall have an established disposal and retrieval program or take back system for their products (items with container)</p> <ol style="list-style-type: none"> <li>1 The Supplier shall submit MSDS for a specified product.</li> <li>2. The product label shall bear the following information:             <ol style="list-style-type: none"> <li>a. Product specifications and ingredients</li> <li>b. Manufacturing and Expiration Dates</li> <li>c. Precautions</li> <li>d. Instructions for proper use and disposition</li> <li>e. Hazardous items shall be properly labeled as a hazardous product (e.g. flammable cytotoxic, radioactive, poison, etc.)</li> </ol> </li> <li>3. The product shall not contain halogenated plastics and PVCs.</li> <li>4. The product shall be packed in suitable packaging materials which are reusable and recyclable.</li> </ol>
	<p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>The terms of payment shall be on Acceptance:</p> <p>Payment of laundry services shall be made on a bi-monthly basis. The Contractor shall submit billing every 15<sup>th</sup> an end of each month and shall be paid within 30 to 45 days or Supplier’s credit term after final acceptance and submission of required documents.</p>
3	<p>Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security.</p>
4	<p>The inspections and tests that will be conducted are:</p> <p>1) Upon delivery, the Goods shall undergo preliminary physical inspection by the Inspection Team of the PROCURING ENTITY to ascertain the physical condition and acceptability of the Goods.</p> <p>2) The supplier shall promptly replace the equivalent quantity of Goods taken as samples without cost to the PROCURING ENTITY.</p>

5	<p>Three (3) months after acceptance by the Procuring Entity of the delivered Goods or after the Goods are consumed, whichever is earlier.</p> <p>Winning bidder has to choose the following mode (as checked) as the form of retention money required of under R.A 9184 Sec. 62.1</p> <p style="padding-left: 100px;"> <input type="checkbox"/> Bank Guarantee  <input type="checkbox"/> 5% Deduction from claims </p> <p>The said amount shall only be released after the lapse of the warranty period specified in Section VII Technical Specification; provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.</p>
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**CONFORME:**

\_\_\_\_\_  
Authorized Signatory  
Signature over printed name  
Contact Number: \_\_\_\_\_

\_\_\_\_\_  
Name of Company/Firm

\_\_\_\_\_/\_\_\_\_\_  
Company's Official E-mail Address / Fax Number  
*(where notices will be sent)*

\_\_\_\_\_  
Company's Official Contact Number





Republic of the Philippines  
DEPARTMENT OF HEALTH  
PHILIPPINE CHILDREN'S MEDICAL CENTER  
Bids and Awards Committee  
Quezon Avenue, Quezon City 1100  
website: [www.pcmc.gov.ph](http://www.pcmc.gov.ph) email: [pcmcba@gmail.com](mailto:pcmcba@gmail.com)  
Trunkline: 8588-9900 local 361/355 Telefax No.: 8924-0870

## SECTION VII

# *Terms of Reference*

**ONE (1) LOT LAUNDRY SERVICE  
For Three (3) Years**

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**IB-2022-033**

**PHILIPPINE CHILDREN'S MEDICAL CENTER**  
Quezon Avenue, Quezon City

**I. PROJECT TITLE**

Three (3) Year Contract (January 1, 2022 to December 31, 2024) Laundry Services for the Linen and Laundry Section.

**II. TYPE OF SERVICE**

Laundry Services for Linen and Laundry Section

**III. BACKGROUND AND RATIONALE**

1. The Philippine Children's Medical Center (PCMC) is a 200-bed soon to be 500-bed capacity, level 3, specialty center committed to conduct collaborative research, train its people to deliver the most responsive service for vulnerable children and high-risk pregnant women. Its vision is to be the premier institution in Pediatric Research, Training and Service. It has been operating since 1980 in its present site catering to 80% service patients and 20% pay patients.
2. The Linen and Laundry Section of the PCMC is tasked to ensure and provide adequate supply of clean linens for all its patients as well as linen supply for all its other units. With this, there is a need to engage the services of a Laundry Service Provider for this Section to be able to perform its mandate.

**IV. OBLIGATIONS OF THE CONTRACTOR**

- a. Soiled linens should be picked-up between 9:00am to 12:00nn daily including holidays and shall be processed for washing within 24 hours and returned on or before 7:00am the following day.
- b. Delivery of clean linens should be packed, loosed or tied in bundles, wrapped in washable/reusable bags and securely fastened to prevent contamination.
- c. Soiled linens shall be contained within a suitable color-coded impermeable, water-tight bags in accordance to the standard color od biohazard, which should be labeled and securely closed.
- d. Soiled and clean linens should be transported separately in different trolleys, bins, bags or other transport means, including vehicle to avoid infection and contamination.
- e. PCMC linens should be handled and processed separately from other hospitals.
- f. Soiled linens, when unloaded, shall be stored in an area separated by a barrier wall from areas that process, handle or store clean linens.
- g. Pre-washing with bleach / disinfectants is discouraged to prevent occupational exposure.
- h. Linens should be washed with green criteria biodegradable detergent soap that does not contain ethylene diamenetreta acelate (EDTA) nor alkyl ethoxylates (APEO), packed in recyclable bag as much as possible (Green Seal 2013). The fabric softener and sodium glutaraldehyde shall also be conforming to environment friendly criteria.
- i. Linens should be properly washed, ironed and disinfected. Those that are not properly laundered, ironed and/or properly folded, shall be returned for laundering, pressing or folding, as the case maybe, without additional cost to PCMC.

- j. Lost or damaged linens due to their negligence or fault shall be paid based on mutually agreed prices or replace within 30 days from notice, provided that such replacement shall be of the same material, size and quality of the article being replaced.
- k. The Contractor shall provide at least 2 personnel at its own expense who shall perform the following task:
  1. Sorting, counting and recording all soiled linens of the different wards, units and other services.
  2. General counting of all soiled linens of the different wards, units and other services.
  3. Inspecting and folding of new delivered linens
  4. Working schedule from Monday to Sunday, 7am to 4pm.

#### **V. GENERAL REQUIREMENTS**

- A valid/updated sanitary permit.
- A functional area that is free of vermin, devoid of lint and without moisture contamination.
- A regulated medical waste management agreement plan detailing the procedures to follow when biohazard medical waste is found among soiled healthcare linens.
- Contractor must provide a contingency plan for uninterrupted operations and services in the event of any potential occurrence leading to serious disruption of the hospital operation.
- PPE (mask, gloves, gowns, caps) and company ID should be worn properly by laundry contractor staff at all the times when handling soiled linens. (*PPE must be changed if moving from an area where soiled operation is performed into an area where clean operation is performed*).

#### **VI. QUALITY ASSURANCE:**

- Every chemical to be used must have an MSDS on file

#### **VII. APPROVED BUDGET FOR THE CONTRACT**

The approved budget for the contract is **Three Million Two Hundred Sixty-Three Thousand Five Pesos. (PhP3, 263, 005.00).**

#### **VIII. CONTRACT DURATION**

- a. This agreement is valid for Three (3) years (*January 2022 to December 2024*)
- b. Rate of laundry for linens shall be fixed during the contract period.
- c. Payment is subject to government accounting and auditing rules and regulations.
- d. Contractor shall maintain a satisfactory rating on over all basis at the end of each month based on the following criteria: 25% promptness of pick up, 25% Promptness of delivery, 25% quality of delivered linens and 25% completeness of delivery. A rating below satisfactory shall be cause for the termination of the contract. (Please see attached evaluation form Annex A)

#### **IX. TERMS OF PAYMENT**



- Payment of laundry services shall be made by PCMC to the CONTRACTOR on a bi-monthly basis. The CONTRACTOR shall submit billing every 15<sup>th</sup> and end of each month.

**X. PENALTIES**

Should the CONTRACTOR fail to perform the services stated herein, it shall be made liable to pay liquidated damages at the rate of 1/10 of 1% for every day of delay the corresponding amount of undelivered and returned linens which shall be deducted from any sums due or outstanding. This is further without prejudice to the possible termination of contract depending on the severity of the non-compliance

**XI. OTHER TERMS AND CONDITIONS**

- Both parties shall not assign or transfer any portion of this agreement without prior written consent of the other.
- In the event that either party fails to perform under, or commits, or allows to be committed, a breach of any to covenants and conditions of this agreement and other provisions contained in the bidding documents, the other party shall notify such party in writing of such failure or default. The breaching party shall then have the right to remedy such failure or default within Thirty (30) days from receipt of such notice. Otherwise, the other party may terminate this agreement immediately upon notice.
- Should the parties be constrained to resort to court action, the losing party shall pay the prevailing party an amount equivalent to twenty percent (20%) of the total amount claimed, and as by way of attorney's fees but not less than Twenty Thousand Pesos (20,000.00). Venue of such shall be laid exclusively at Quezon City, Metro Manila.

**CONFORME:**

\_\_\_\_\_  
 Authorized Signatory  
 Signature over printed name  
 Contact Number: \_\_\_\_\_

\_\_\_\_\_  
 Name of Company/Firm

\_\_\_\_\_  
 Company's Official E-mail Address  
 (where notices will be sent)

\_\_\_\_\_  
 Company's Official Contact Number



Republic of the Philippines  
DEPARTMENT OF HEALTH  
PHILIPPINE CHILDREN'S MEDICAL CENTER  
Bids and Awards Committee  
Quezon Avenue, Quezon City 1100  
website: [www.pcmc.gov.ph](http://www.pcmc.gov.ph) email: [pcmbac@gmail.com](mailto:pcmbac@gmail.com)  
Trunkline: 8588-9900 local 361/355 Telefax No.: 8924-0870

## SECTION VIII

# *Checklist of Technical and Financial Documents*

## ONE (1) LOT LAUNDRY SERVICE For Laundry Service

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**IB-2022-033**

# Checklist of Technical and Financial Documents

The Bidder shall submit the following **TECHNICAL COMPONENT ENVELOPE (ARRANGED, NUMBERED AND TABBED)** *[Strictly NO using of staple wire and thick materials for tabs]* as enumerated below:

## I. TECHNICAL COMPONENT ENVELOPE

### Class "A" Documents

#### Legal Documents

1. Valid PhilGEPS Registration Certification (Platinum Membership) and its Annex A.  
**or**
2. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**and**
3. 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.  
**and**
4. Valid Tax Clearance per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR.

#### **Note:**

*In the event the bidder opted to submit only Requirement Nos. 2 to 4 Legal 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)*

#### Technical Documents

5. 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)
6. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid (Refer to ITB Clause 5.4) within two (2) years prior to bid opening (use of Form No. DOBA-PCMC-SCF3a is required).
7. Bid Security (**Refer to BDS Clause 14.1**)
8. Duly accomplished and signed Production/ Delivery Schedule using the form as provided for in Section VI
9. Section VII Terms of Reference duly signed conforme on every page by the authorized signatory



10. Omnibus Sworn Statement (Use of the Form provided is required)
11. List of contractor's equipment units, which are owned, leased, and/or under purchase agreements, supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project [*use of Form no. DOBA-PCMC-CEF20 is required*]
12. 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 – Materials Management Division 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 bid.

### Financial Documents

1. 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.
2. 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**

1. 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.

The Bidder shall submit the following **FINANCIAL COMPONENT ENVELOPE (ARRANGED, NUMBERED AND TABBED)** *[Strictly NO using of staple wire and thick materials for tabs]* as enumerated below:

**II. FINANCIAL COMPONENT ENVELOPE**

1. Duly accomplished and signed Bid Form
2. Duly accomplished and signed **Price Schedule** using the form as provided

*Note: Bidder shall return to PCMC the issued USB Flash Drive containing the soft copy of their accomplished Price Schedule (in excel format).*

3. Section II. Instructions to Bidders with signature (conforme) on all pages.
4. Section III. Bid Data Sheet with signature (conforme) on all pages.
5. Section IV. General Conditions of the Contract with signature (conforme) on all pages.
6. Section V. Special Conditions of the Contract with signature (conforme) on all pages.

**CONFORME:**

\_\_\_\_\_  
Authorized Signatory  
Signature over printed name  
Contact Number: \_\_\_\_\_

\_\_\_\_\_  
Name of Company/Firm

\_\_\_\_\_/\_\_\_\_\_  
Company's Official E-mail Address / Fax Number  
(where notices will be sent)

\_\_\_\_\_  
Company's Official Contact Number

# PRICE SCHEDULE

PROCURING ENTITY : <b>PHILIPPINE CHILDREN'S MEDICAL CENTER</b>	NAME OF BIDDER :
INVITATION TO BID NO. : <b>IB-2022-033</b>	

1	2	3	4	5	6	7	8
Qty	Item	UNIT PRICE EXW	COST OF LOCAL LABOR, RAW MATERIAL AND COMPONENT	TOTAL PRICE EXW	UNIT PRICES FINAL DESTINATION AND UNIT PRICE OF OTHER INCIDENTAL SERVICES	SALES AND OTHER TAXES PAYABLE PER ITEM IF CONTRACT IS AWARDED	TOTAL PRICE DELIVERED FINAL DESTINATION (Col. 6+7) x 1
1 lot	One (1) Lot CONTRACT for LAUNDRY SERVICES for THREE (3) YEARS						
	ABC : Php3,263,005.00 per year						
13,367 pcs	Bag, Laundry						
5,806 pcs	Camisa, Baby						
1,516 pcs	Camisa, Doctor						
692 pcs	Cover, Couch						
69,959 pcs	Cover, Mayo Table/Pillow Case						
615 pcs	Cover, Seat						
61,995 pcs	Diaper/Towel Surgical						

# PRICE SCHEDULE

PROCURING ENTITY : <b>PHILIPPINE CHILDREN'S MEDICAL CENTER</b>	NAME OF BIDDER :
INVITATION TO BID NO. : <b>IB-2022-033</b>	

1	2	3	4	5	6	7	8
Qty	Item	UNIT PRICE EXW	COST OF LOCAL LABOR, RAW MATERIAL AND COMPONENT	TOTAL PRICE EXW	UNIT PRICES FINAL DESTINATION AND UNIT PRICE OF OTHER INCIDENTAL SERVICES	SALES AND OTHER TAXES PAYABLE PER ITEM IF CONTRACT IS AWARDED	TOTAL PRICE DELIVERED FINAL DESTINATION (Col. 6+7) x 1
1 lot	One (1) Lot CONTRACT for LAUNDRY SERVICES for THREE (3) YEARS						
	ABC : Php3,263,005.00 per year						
2,084 pcs	Flannel, Adult						
16,239 pcs	Gown, Surgical						
48,413 pcs	Gown, Precautionary						
5,690 pcs	Gown, Patient's						
1,516 pcs	Pants, Doctor						
23,440 pcs	Sheet, Draw						
2,573 pcs	Sheet, Eye						

# PRICE SCHEDULE

PROCURING ENTITY : <b>PHILIPPINE CHILDREN'S MEDICAL CENTER</b>	NAME OF BIDDER :
INVITATION TO BID NO. : <b>IB-2022-033</b>	

1	2	3	4	5	6	7	8
Qty	Item	UNIT PRICE EXW	COST OF LOCAL LABOR, RAW MATERIAL AND COMPONENT	TOTAL PRICE EXW	UNIT PRICES FINAL DESTINATION AND UNIT PRICE OF OTHER INCIDENTAL SERVICES	SALES AND OTHER TAXES PAYABLE PER ITEM IF CONTRACT IS AWARDED	TOTAL PRICE DELIVERED FINAL DESTINATION (Col. 6+7) x 1
1 lot	<b>One (1) Lot CONTRACT for LAUNDRY SERVICES for THREE (3) YEARS</b>						
	<b>ABC : Php3,263,005.00 per year</b>						
71,100 pcs	Sheet, Fitted						
89,370 pcs	Sheet, Top						
1,640 pcs	Sheet, Laparatomy Adult						
855 pcs	Sheet, Laparatomy Pedia						
381 pcs	Sheet, Lithotomy						
1,083 pcs	Table, Cloth						
35,990 pcs	Towel, Bath						

# PRICE SCHEDULE

PROCURING ENTITY : <b>PHILIPPINE CHILDREN'S MEDICAL CENTER</b>	NAME OF BIDDER :
INVITATION TO BID NO. : <b>IB-2022-033</b>	

1	2	3	4	5	6	7	8
Qty	Item	UNIT PRICE EXW	COST OF LOCAL LABOR, RAW MATERIAL AND COMPONENT	TOTAL PRICE EXW	UNIT PRICES FINAL DESTINATION AND UNIT PRICE OF OTHER INCIDENTAL SERVICES	SALES AND OTHER TAXES PAYABLE PER ITEM IF CONTRACT IS AWARDED	TOTAL PRICE DELIVERED FINAL DESTINATION (Col. 6+7) x 1
1 lot	One (1) Lot CONTRACT for LAUNDRY SERVICES for THREE (3) YEARS						
	ABC : Php3,263,005.00 per year						
2,453 pcs	Window Curtain						
6,903 pcs	Wrapper, Instrument						
4,724 pcs	PPE						

<ul style="list-style-type: none"> <li>• Bids will be valid for one hundred twenty (120) days and it shall remain binding upon us and may be accepted at any time before the expiration of that period;</li> </ul>	<b>TERMS OF PAYMENT</b> (For discounts being offered, if there's any. Otherwise, state "NONE"):
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<hr style="border: 0.5px solid black;"/> NAME AND SIGNATURE OF AUTHORIZED REPRESENTATIVE