



**Republic of the Philippines**  
**DEPARTMENT OF HEALTH**  
**PHILIPPINE CHILDREN'S MEDICAL CENTER**  
**Bids and Awards Committee**  
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## **SECTION II**

# ***Instructions to Bidders***

**One (1) Lot Supply of Labor and Materials  
for Installation of New Airconditioning Units**

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**IB-2022-067**

## 1. Scope of Bid

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

<b>IB NUMBER</b>	<b>ITEM DESCRIPTION</b>	<b>Approved Budget for the Contract</b>
IB-2022-067	One (1) Lot Supply of Labor and Materials for Installation of New Airconditioning Units	1,000,000.00

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 in the amount of **One Million Pesos (Php 1,000,000.00)**.
- 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.
  - b. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements: [*Select either failure or monopoly of bidding based on market research conducted*]
    - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies*] of the ABC for this Project; and
    - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.
- 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 **March 9, 2022 at 10:30 A.M. through video conferencing via google meet ([meet.google.com/ikn-kexp-uks](https://meet.google.com/ikn-kexp-uks))** 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 three (3) 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 Component** accomplished in two (2) sets, **each set 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>BLUE</b>
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**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

**IDENTIFY THE ENVELOPES:**

- as: > Technical Component Requirements (original and copy 1)
- > Financial Component Requirement (original, copy 1 and copy 2)

**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**

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- 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 3 - One Project having several items, which shall be awarded as separate contracts per item.
- 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 No:

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

\_\_\_\_\_  
Company’s Official Email Address  
(where notices will be sent)

\_\_\_\_\_  
Company’s Official  
Contact No.



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## **SECTION III**

# ***Bid Data Sheet***

**One (1) Lot Supply of Labor and Materials  
for Installation of New Airconditioning Units**

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**IB-2022-067**

## Bid Data Sheet

ITB Clause															
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li>a. Supply and delivery of <i>airconditioning units</i></li> <li>b. completed within <i>the last three (3) years</i> prior to the deadline for the submission and receipt of bids.</li> </ul>														
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> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">IB No.</th> <th style="text-align: center;">Qty</th> <th style="text-align: center;">Unit</th> <th style="text-align: center;">Item Description</th> <th style="text-align: center;">Total ABC</th> <th style="text-align: center;">Bid Security Amount in cash, cashier's/ manager's check, bank draft/ guarantee or irrevocable letter of credit (2% of ABC)</th> <th style="text-align: center;">Bid Security Amount in Surety Bond (5% of ABC)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">IB-2022-067</td> <td style="text-align: center;">1</td> <td style="text-align: center;">Lot</td> <td>Supply of Labor and Materials for Installation of New Airconditioning Units</td> <td style="text-align: right;">1,000,000.00</td> <td style="text-align: right;">20,000.00</td> <td style="text-align: right;">50,000.00</td> </tr> </tbody> </table>	IB No.	Qty	Unit	Item Description	Total ABC	Bid Security Amount in cash, cashier's/ manager's check, bank draft/ guarantee or irrevocable letter of credit (2% of ABC)	Bid Security Amount in Surety Bond (5% of ABC)	IB-2022-067	1	Lot	Supply of Labor and Materials for Installation of New Airconditioning Units	1,000,000.00	20,000.00	50,000.00
IB No.	Qty	Unit	Item Description	Total ABC	Bid Security Amount in cash, cashier's/ manager's check, bank draft/ guarantee or irrevocable letter of credit (2% of ABC)	Bid Security Amount in Surety Bond (5% of ABC)									
IB-2022-067	1	Lot	Supply of Labor and Materials for Installation of New Airconditioning Units	1,000,000.00	20,000.00	50,000.00									
19.3	<p><b><i>Supply and Delivery of the following:</i></b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">IB No.</th> <th style="text-align: center;">Qty</th> <th style="text-align: center;">Unit</th> <th style="text-align: center;">Item Description</th> <th style="text-align: center;">ABC/UNIT</th> <th style="text-align: center;">Total ABC</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">IB-2022-067</td> <td style="text-align: center;">1</td> <td style="text-align: center;">Lot</td> <td>Supply of Labor and Materials for Installation of New Airconditioning Units</td> <td style="text-align: right;">1,000,000.00</td> <td style="text-align: right;">1,000,000.00</td> </tr> </tbody> </table>	IB No.	Qty	Unit	Item Description	ABC/UNIT	Total ABC	IB-2022-067	1	Lot	Supply of Labor and Materials for Installation of New Airconditioning Units	1,000,000.00	1,000,000.00		
IB No.	Qty	Unit	Item Description	ABC/UNIT	Total ABC										
IB-2022-067	1	Lot	Supply of Labor and Materials for Installation of New Airconditioning Units	1,000,000.00	1,000,000.00										
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. 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.</li> </ol> <p style="text-align: center; margin-left: 40px;">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 bided.</p> <ol style="list-style-type: none"> <li>3. Duly notarized Certificate as Principal Manufacturer or Exclusive Distributor/ Authorized Dealer from the Principal Manufacturer</li> <li>4. Current and Valid Certificate of Manufacturer's compliance with ISO and/or</li> </ol>														



	<p>other Standards/Conformance /Safety Requirements for the equipment</p> <ol style="list-style-type: none"> <li>5. Duly notarized Certificate from Principal Manufacturer/ Distributor that the brand has been present for at least five (5) years in the local/ international market and model being bided is currently in use in the local/international market with at least one (1) installation in the Philippines, preferably within NCR area (Please specify and submit supporting documents)</li> <li>6. Certificate from the Principal Manufacturer duly notarized from country of origin: <ol style="list-style-type: none"> <li>i. All the terms and conditions stated in the bidding documents per IRR of RA 9184 and corresponding contract for the project shall be honored by the Principal Manufacturer, including in the event that a change of dealership will occur during the duration of the contract up to the warranty and preventive maintenance period;</li> <li>ii. The expected useful life of the equipment under normal use (indicate normal capacity, i.e. number of patients, operating hours, other considerations);</li> <li>iii. Guarantee on availability of all spare parts, accessories and consumables at least for the next five (5) years from testing, commissioning, acceptance and delivery;</li> <li>iv. That it has competence in handling and providing technical support as well as maintenance of the equipment being offered; and</li> <li>v. Consumer guidelines regarding disposal of the equipment (Information about how and where the used and decommissioned products/ parts can be returned for recycling and/ or disposal (e.g. buy-back program of the product after end of useful life).</li> </ol> </li> <li>7. Duly notarized Certificate from Bidder: <ol style="list-style-type: none"> <li>i. That parts, accessories and consumables are readily available at the authorized Philippine service center/s for a period of five (5) years after the warranty period;</li> <li>ii. That it has available competent in-house technical specialists in handling and providing technical support as well as maintenance of the equipment being offered;</li> <li>iii. That it will conduct training for proper operation and maintenance to end-users of the equipment upon delivery; and</li> <li>iv. That it will provide replacement/back-up unit while the delivered unit is being repaired.</li> </ol> </li> <li>8. The Recurring and Maintenance Costs (<i>use of Form DOBA – PCMC – RMF8 is required</i>)</li> <li>9. List of Consumables (PARTS/ACCESSORIES/SUPPLIES) [<i>use of Form DOBA – PCMC – LCF9 is required</i>]</li> <li>10. Section II. Instructions to Bidders with signature (conforme) on all pages</li> <li>11. Section III. Bid Data Sheet with signature (conforme) on all pages</li> <li>12. Section IV. General Conditions of the Contract with signature (conforme) on all pages</li> </ol>
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	<p>13. Section V. Special Conditions of the Contract with signature (conforme) on all pages</p> <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>

**CONFORME:**

\_\_\_\_\_  
Authorized Signatory (Signature over printed name)

\_\_\_\_\_  
Contact No:

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

\_\_\_\_\_  
Company's Official Email Address  
(where notices will be sent)

\_\_\_\_\_  
Company's Official  
Contact No.



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## SECTION V

# *Special Conditions of Contract*

**One (1) Lot Supply of Labor and Materials  
for Installation of New Airconditioning Units**

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**IB-2022-067**

# Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>For Goods Supplied from Abroad</i> “The delivery terms applicable to the Contract are DDP delivered to PCMC. In accordance with INCOTERMS.”</p> <p><i>For Goods Supplied from Within the Philippines,</i> “The delivery terms applicable to this Contract are delivered to PCMC. Risk and title will pass from the Supplier to PCMC upon receipt and final acceptance of the Goods at their final destination.”</p> <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>The details of shipping and/or other documents to be furnished by the Supplier are as follows:</p> <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) Current and Valid Certificate of Manufacturer's compliance with ISO and/or other Standards/Conformance /Safety Requirements for the equipment;</li> <li>(ii) Original copy of the Supplier’s invoice showing Goods’ description, quantity, unit price, and total amount;</li> <li>(iii) Original copy of the Manufacturer’s and/or Supplier’s warranty certificate on parts and services, including accessories starting from final acceptance;</li> <li>(iv) Original copy of Certification of Availability of Replacement/ Back-up unit while the provided unit/s is/are being repaired.</li> <li>(v) Original copy of Certificate of Calibration, Testing and Adjustment</li> <li>(vi) Original copy of certificate of preventive maintenance during the warranty period.</li> <li>(vii) Original copy of certificate of attendance on conducted training to end-users and Engineering Personnel for proper operation and maintenance of the equipment.</li> <li>(viii) Original and two (2) copies in English Language: <ul style="list-style-type: none"> <li>a. User's Manual (Hard copy)</li> <li>b. Operation's Manual (hard copy)</li> <li>c. Service Manual with CD Diagram</li> </ul> </li> <li>(ix) Original Copy of Certification as locally manufactured</li> </ul> <p><i>For Goods supplied from abroad:</i></p> <p>Upon shipment, the Supplier shall notify the Procuring Entity and the insurance company by cable the full details of the shipment, including Contract Number, description of the Goods, quantity, vessel, bill of lading number and date, port of loading, date of shipment, port of discharge etc. Upon delivery to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents as applicable with the documentary requirements of any letter of credit issued</p>

taking precedence:

- (i) Original copy of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
- (ii) Original copy of the Manufacturer's and/or Supplier's warranty certificate on parts and services, including accessories starting from final acceptance
- (iii) Original copy of Certification of Availability of Replacement/ Back-up unit while the provided unit/s is/are being repaired.
- (iv) Original copy of Certificate of Calibration, Testing and Adjustment
- (v) Original copy of certificate of preventive maintenance during the warranty period.
- (vi) Original copy of certificate of attendance on conducted training to end-users and Engineering Personnel for proper operation and maintenance of the equipment.
- (vii) Original and two (2) copies of:
  - a. User's Manual in English language,
  - b. Operation's Manual (hard copy)
  - c. Service Manual with CD Diagram
- (viii) Copy of Proof of Payment of Import Duties from Bureau of Customs / Bill of Lading.

For purposes of this Clause the Procuring Entity's Representative at the Project Site is the Property and Supply Section / Procurement Section.

**Incidental Services –**

The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:

- a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

**Spare Parts –**

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

Select appropriate requirements and delete the rest.

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- b. in the event of termination of production of the spare parts:

- i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
- ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the costs thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for at least for the next five (5) years from testing, commissioning, acceptance and delivery;

Spare parts or components shall be supplied as promptly as possible, but in any case for a period of five (5) years after the warranty period;

**Packaging –**

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

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.

The outer packaging must be clearly marked on at least four (4) sides as follows:

- Name of the Procuring Entity
- Name of the Supplier
- Contract Description
- Final Destination
- Gross weight
- Any special lifting instructions
- Any special handling instructions
- Any relevant HAZCHEM classifications

A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.

**Transportation –**

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.

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.

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

	<p>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 as follows :  Thirty to Forty-Five (30 – 45) calendar days from submission of documentary requirements</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> <ol style="list-style-type: none"> <li>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.</li> <li>2) The supplier shall promptly replace the equivalent quantity of Goods taken as samples without cost to the PROCURING ENTITY.</li> </ol>
5	<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: 40px;"> <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>

**CONFORME:**

\_\_\_\_\_  
Authorized Signatory (Signature over printed name)

\_\_\_\_\_  
Contact No:

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

\_\_\_\_\_  
Company's Official Email Address  
(where notices will be sent)

\_\_\_\_\_  
Company's Official  
Contact No.



**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 VI**

# ***Schedule of Requirements***

**One (1) Lot Supply of Labor and Materials  
for Installation of New Airconditioning Units**

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**IB-2022-067**



The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

<b>IB NUMBER</b>	<b>ITEM DESCRIPTION</b>	<b>Approved Budget for the Contract</b>
IB-2022-067	One (1) Lot Supply of Labor and Materials for Installation of New Airconditioning Units	1,000,000.00

<b>Delivery Site</b>	<b>PCMC Requirement DELIVERY PERIOD</b>	<b>Bidder's Offer <i>(specify definite offer on delivery schedule)</i></b>
Materials and Management Division G/F PCMC, Quezon Avenue, cor. Agham Road Quezon City	Within Thirty to Forty - Five (30 to 45) calendar days upon receipt of Purchase Order/Notice to Proceed	

#### **DELIVERY AND ACCEPTANCE**

- The supplier should deliver the goods called for in the Purchase Order (PO) within the Delivery Period, as offered, upon receipt of approved Purchase Order (PO) through faxed or personally received during office hours at the Procurement Division.
- All goods delivered pursuant to the Purchase Order (PO) shall be subject to acceptance and inspection by the end-user as well as by the House Inspector and of the Resident Auditor or their representatives. Goods delivered not in conformity with specifications shall be rejected and the contractor held in default.

#### **CONFORME:**

\_\_\_\_\_  
Authorized Signatory (Signature over printed name)

\_\_\_\_\_  
Contact No:

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

\_\_\_\_\_  
Company's Official Email Address  
(where notices will be sent)

\_\_\_\_\_  
Company's Official  
Contact No.



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Trunkline: 8588-9900 local 361/355 Telefax No.: 8924-0870

## **SECTION VII**

# ***Technical Specifications***

**One (1) Lot Supply of Labor and Materials  
for Installation of New Airconditioning Units**

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**IB-2022-067**

**INSTRUCTION:**

Accomplish this form by presenting a clear statement of your offer. Please write **the specific, precise and complete** statement which complies with the required specifications. **DO NOT** write "COMPLY" or the page numbers of the brochure/data sheet, etc.

PHILIPPINE CHILDREN'S MEDICAL CENTER  
Quezon Avenue, Quezon City

**TECHNICAL SPECIFICATIONS  
IB-2022-067**

**Instruction:** Accomplish this form by presenting a clear statement of your offer. Please write the specific, precise and complete statement which complies with the required specifications. DO NOT write "COMPLY" or the page numbers of the brochure/data sheet, etc.

PCMC REQUIREMENT					BIDDERS' OFFER TO COMPLY WITH THE PCMC REQUIREMENTS
QTY	UNIT	Item Description			
1	Lot	Supply of Labor and Materials for Installation of New Airconditioning Units			
		No.	Qty	Unit	
		1.	1	set	Airconditioning Equipment, 2.0 HP Capacity, Window Type, Inverter, 230V/1ph/60hz, complete w/ standard accessories Location: CNS <b>Brand/Model:</b>
		2.	2	set	Airconditioning Equipment, 1.5 HP Capacity, Wall Mounted, Inverter Type , 230V/1ph/60hz, complete w/ standard accessories Location: Personnel Clinic <b>Brand/Model:</b>
		3.	3	set	Airconditioning Equipment, 2.0 HP Capacity, Wall Mounted, Inverter Type , 230V/1ph/60hz, complete w/ standard accessories Location: CT Scan, Rehab (2) <b>Brand/Model:</b>
		4.	1	set	Airconditioning Equipment, 2.5 HP Capacity, Wall Mounted, Inverter Type , 230V/1ph/60hz, complete w/ standard accessories Location: Hema Treatment Room <b>Brand/Model:</b>
		5.	1	set	Airconditioning Equipment, 3TR Capacity, Ceiling Cassette Inverter Type , 230V/1ph/60hz, complete w/ standard accessories Location: NSO Conference <b>Brand/Model:</b>
		6.	2	set	Airconditioning Equipment, 4.0 HP Capacity, Floor Mounted Inverter Type , 230V/1ph/60hz, complete w/ standard accessories Location: Hemo <b>Brand/Model:</b>
		<b>A. TECHNICAL SPECIFICATIONS</b>			
		1.	The unit will be operated at 230 volts 3-Pin Power Plug/Cable. Strictly at 60 hertz		
		2.	Power consumption of the unit must be clearly stipulated		
		3.	Mechanical parts should be of heavy duty durable type		
		4.	Equipment should be maintainable and serviceable		
		<b>Other Specifications: (please indicate if applicable)</b>			
		Chipping works			
		<b>B. SCOPE OF WORKS</b>			
		<b>A. Labor and Materials (AC Installation &amp; Piping Works)</b>			
		<b>B. Electrical Works:</b>			
		Chipping works			
		Restoration Works			
		Mobilization/Demobilization			
		PPE/Safety Requirements			
		<b>C. Standard</b>			
		Layout and installation of refrigerant pipe bracket & support			

		Layout and installation of refrigerant pipes & insulation from FCU to ACCU	
		Layout and installation of electrical conduit from FCU to ACCU	
		Layout and installation of power and transmission wiring from FCU to ACCU	
		Layout and installation of drain lines to the nearest tapping point	
		Mounting and installation of ACU including standard accessories	
		Layout and terminaton of electrical wiring from ACCU to CB/Service Breaker (1 meter from ACCU)	
		Leak testing and correction	
		Flushing and vacuum	
		Refrigerant charging and start-up	
		Dismantling of existing units	
		Layout & installation of One (1) inch thickness for the insulation and 1/4" x 1/2" for angle bars for split type	
		Commissioning and Testing	
		Supplier should conduct training with certificate for proper operation, maintenance and trouble shooting	
		<b>C. ACCESSORIES</b>	
	<b>1.</b>	Supplier shall provide Circuit Breakers	
		<b>D. WARRANTY</b>	
	<b>1</b>	<b>Wall Mounted</b> - Five (5) years on compressor, One (1) year on parts, services and workmanship	
	<b>2</b>	<b>Window Type</b> - Five (5) years on compressor, One (1) year on parts, services and workmanship	
	<b>3</b>	<b>Ceiling Cassete</b> - Five (5) years on compressor, One (1) year on parts, services and workmanship	
	<b>4</b>	<b>Floor Mounted</b> - Five (5) years on compressor, One (1) year on parts, services and workmanship	
	<b>5</b>	With semi-annual preventive maintenance for one (1) year	

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.**

**Price Schedule  
Annex "B"**

<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>	<b>Description (Brand/Make/Model)</b>	<b>Country of Origin</b>	<b>Unit Cost</b>	<b>Total Cost</b>
1	set	Airconditioning Equipment, 2.0 HP Capacity, Window Type, Inverter, 230V/1ph/60hz, complete w/ standard accessories – CNS				
		Labor and Materials for Installation and Commissioning				
		Total Amount				
2	set	Airconditioning Equipment, 1.5 HP Capacity, Wall Mounted, Inverter Type , 230V/1ph/60hz, complete w/ standard accessories – Personnel Clinic				
		Labor and Materials for Installation and Commissioning				
		Total Amount				
3	set	Airconditioning Equipment, 2.0 HP Capacity, Wall Mounted, Inverter Type , 230V/1ph/60hz, complete w/ standard accessories – CT Scan, Rehab (2)				
		Labor and Materials for Installation and Commissioning				
		Total Amount				
1	set	Airconditioning Equipment, 2.5 HP Capacity, Wall Mounted, Inverter Type , 230V/1ph/60hz, complete w/ standard accessories – Hema Treatment Room				

		Labor and Materials for Installation and Commissioning				
		Total Amount				
1	set	Airconditioning Equipment, 3TR Capacity, Ceiling Cassette Inverter Type , 230V/1ph/60hz, complete w/ standard accessories – NSO Conference				
		Labor and Materials for Installation and Commissioning				
		Total Amount				
2	set	Airconditioning Equipment, 4.0 HP Capacity, Floor Mounted Inverter Type , 230V/1ph/60hz, complete w/ standard accessories – Hemo				
		Labor and Materials for Installation and Commissioning				
		Total Amount				
<b>TOTAL AMOUNT</b>						

Submitted by:

\_\_\_\_\_  
 Authorized Representative  
 (Signature over printer name)

\_\_\_\_\_  
 Designation/Position

# PRICE SCHEDULE

*(For Goods Offered from within the Philippines )*

<b>PROCURING ENTITY : PHILIPPINE CHILDREN'S MEDICAL CENTER</b>							NAME OF BIDDER :			
<b>INVITATION TO BID NO. : IB-2022-067</b>										
1	2	3	4	5	6	7	8	9	10	11
Qty	Item	Description (Brand / Make / Model)	Country of Origin	Manufacturer	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Price, per unit (col 6+7+8+ 9)	Total Price delivered Final Destination (col 10) x (col 1)
One (1) Lot	<b>Supply of Labor and Materials for Installation of New Airconditioning Units</b>  <b>Total ABC = Php 1,000,000.00</b>  <i>**Use Annex "B" for the detailed offer</i>									
<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> <b>(For discounts being offered, if there's any. Otherwise, state "NONE"):</b>			
<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>							<b>NAME AND SIGNATURE OF AUTHORIZED REPRESENTATIVE</b>			





Republic of the Philippines  
DEPARTMENT OF HEALTH  
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Trunkline: 8588-9900 local 361/355 Telefax No.: 8924-0870

## SECTION VIII

# *Checklist of Technical and Financial Documents*

**One (1) Lot Supply of Labor and Materials  
for Installation of New Airconditioning Units**

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**IB-2022-067**

# 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 Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR

Note: For the purpose of updating the Certificate of Registration and Membership, all Class “A” eligibility documents mentioned in this section supporting the veracity, authenticity and validity of the Certificate shall remain current and updated. The failure by the prospective bidder to update its Certificate with the current and updated Class “A” eligibility documents shall result in the automatic suspension of the validity of its Certificate until such time that all of the expired Class “A” eligibility documents has been updated (per GPPB Resolution No. 15-2021).

#### Technical Documents

2. 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*)
3. Single Largest Completed Contract (SLCC) similar to the contract to be bid (*Refer to BDS ITB Clause 5.3*), except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 Revised IRR of RA No. 9184, within three (3) years prior to bid opening (*use of Form No. DOBA-PCMC-SCF3a is required*)
4. Original copy of Bid Security (**Refer to BDS Clause 14.1**). If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or Original copy of the Notarized Bid Securing Declaration
5. Duly accomplished and signed Production/ Delivery Schedule using the form as provided for in Section VI
6. Duly accomplished and signed Technical Specification using the form as provided for in Section VII
  - i. Signed conforme on the attached Engineering Clearance
  - ii. Brochures/sales literature reflecting the technical specifications

**Note:** Bidder shall return to PCMC the issued **USB Flash Drive** containing the **FOLLOWING:**

- a. soft copy of their accomplished **Technical Specifications** (in **EXCEL format**)
  - b. **SCANNED copy** (in **PDF Format**) of **ALL** the required documents under Section VIII. Checklist of Technical and Financial Documents
7. Affidavit of Site Inspection (Use of Form No. DOBA-PCMC-SIF24 is required)
  8. Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. *(Use of the Form provided is required)*

Financial Documents

8. The prospective bidder's computation of the Net Financial Contracting Capacity (NFCC) 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**

9. If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence *(Use of Form No. DOBA-PCMC-JVF6 is required)*.

**OR**

Duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful

*Other documentary requirements under RA NO. 9184 (as applicable):*

- i. [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product
- ii. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity

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 Financial Bid Form
2. Duly accomplished and signed Price schedule (use applicable forms)

- i. Use the form “*For Goods offered from within the Philippines*” if bidder is offering goods from within the Philippines.
- ii. Use the form “*For Goods offered from abroad*” if bidder is offering goods from Abroad.

**CONFORME:**

\_\_\_\_\_  
Authorized Signatory (Signature over printed name)

\_\_\_\_\_  
Contact No:

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

\_\_\_\_\_  
Company’s Official Email Address  
(where notices will be sent)

\_\_\_\_\_  
Company’s Official  
Contact No.