



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 email: pcmcba@gmail.com
Trunkline: 8588-9900 local 361/355 Telefax No.: 8924-0870

SECTION I

Invitation to Bid

**One (1) Lot Digitization of Medical Charts from
2000 to 2016**

IB-2024-063



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

Quezon Avenue, Quezon City 1100
website: www.pcmc.gov.ph email: officeofthedirector@pcmc.gov.ph
Trunk Line: 8588-9900 to 20 Direct Line: 8924-6601

INVITATION TO BID

1. The **Philippine Children's Medical Center (PCMC)** through the **Corporate Operating Budget COB CY 2024** intends to apply the sum of **Three Million Eight Hundred Thousand Pesos (Php 3,800,000.00)** 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.

IB NUMBER	QTY	UNIT	DESCRIPTION	Total Cost (PhP)	Cost of Bidding Docs (PhP)
IB-2024-063	1	lot	Digitization of Medical Charts from 2000 to 2016	3,800,000.00	5,000.00

2. The **Philippine Children's Medical Center (PCMC)** now invites bids for the above-mentioned project. Completion of the Project is required **within a period of one (1) year**. 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 on **July 17, 2024** 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.

PhilHealth Accredited

Chia



Management System
ISO 9001:2015
ISO 14001:2015
ISO 45001:2018
www.tuv.com
ID: 9105079954



6. The Philippine Children's Medical Center will hold a **Pre-Bid Conference** on **July 25, 2024, 2023, at 10:00 AM** through video conferencing via **Zoom (Meeting ID: 917 1800 0845 Passcode: 2024063)** which shall be open to prospective bidders.
7. Bids must be duly received through manual submission on or before **August 6, 2024, 1:30 P.M., Guard-on-Duty, 3rd Floor, Procurement Division Area, PCMC Main Building.** Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14.**
9. Bid opening shall be on **August 6, 2024, 2:00 PM 3rd Floor, Procurement Division Area PCMC Main Building.** Bids will be opened in the presence of the Bidders' representatives who choose to attend at the aforementioned venue. In compliance to social distancing and to support the government's effort to mitigate, if not contain 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 a face mask while inside 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
3rd Floor, PCMC Main Building
Quezon Avenue, cor. Sen. Miriam P. Defensor-Santiago Avenue,
Quezon City
Trunk line: 8588-9900 Loc 1331 / 1332
Fax Number: 8924-0870
Mobile Number: +63917-8423248
Email: pcmcba@gmail.com

12. You may visit the following websites:

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

July 17, 2024


FRANCIS S. DELA CUESTA, RN, MAN
Chairman, Bids & Awards Committee



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PHILIPPINE CHILDREN'S MEDICAL CENTER
Bids and Awards Committee
Quezon Avenue, Quezon City 1100
website: www.pcmc.gov.ph email: bac@pcmc.gov.ph
Trunkline: 588-9900 local 361/355 Telefax No.: 924-0870

SECTION II

Instructions to Bidders

One (1) Lot

**Digitization of Medical Charts from 2000 to
2016**

IB-2024-063

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 (Php)
IB-2024-031	One (1) Lot Digitization of Medical Charts from 2000 to 2016	3,800,000.00

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 for **CY 2024** in the amount of **Three Million Eight Hundred Thousand Pesos (Php 3,800,000.00)**.

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 Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) 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 **July 25, 2024, 2023, at 10:00 AM** through video conferencing via *zoom* (**Meeting ID: 917 1800 0845 Passcode: 2024063**) 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 Declaration¹ 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 (1st) Envelope**, shall contain the following Technical Documents accomplished in two (2) sets, **each set filed in a folder**

The **Second (2nd) Envelope** shall contain the Financial Component accomplished in three (3) sets, **each set filed in a folder including the USB Flash Drive (Section VIII. Checklist (Financial Component Envelope No. 2. Note)**

All copies should be certified as true copy

COLOR CODING OF FOLDERS/ENVELOPES	BROWN
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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 & 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

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 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 III

Bid Data Sheet

One (1) Lot

Digitization of Medical Charts from 2000 to 2016

IB-2024-063

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"> a. Document Digitation Services b. completed within the last two (2) years prior to the deadline for the submission and receipt of bids. 										
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"> 1. The amount of not less than two percent (2%) of the ABC of the item(s) joined, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or 2. The amount of not less than five percent (5%) of the ABC of the item(s) joined, if bid security is in Surety Bond. 										
19.3	<table border="1" style="width: 100%; border-collapse: collapse; margin-left: 20px;"> <thead> <tr> <th style="width: 15%;">IB NUMBER</th> <th style="width: 10%;">QTY</th> <th style="width: 10%;">UNIT</th> <th style="width: 50%;">DESCRIPTION</th> <th style="width: 15%;">Total Cost (PhP)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">IB-2024-063</td> <td style="text-align: center;">1</td> <td style="text-align: center;">lot</td> <td>Digitization of Medical Charts from 2000 to 2016</td> <td style="text-align: right;">3,800,000.00</td> </tr> </tbody> </table>	IB NUMBER	QTY	UNIT	DESCRIPTION	Total Cost (PhP)	IB-2024-063	1	lot	Digitization of Medical Charts from 2000 to 2016	3,800,000.00
IB NUMBER	QTY	UNIT	DESCRIPTION	Total Cost (PhP)							
IB-2024-063	1	lot	Digitization of Medical Charts from 2000 to 2016	3,800,000.00							
20.2	<p>The Lowest Calculated Bidder shall submit the following documentary requirements within a non-extendible period of five (5) calendar days from receipt of the notification that contain the following:</p> <ol style="list-style-type: none"> 1. Latest Income (BIR Form No. 1701-Q) AND Business Tax Returns (BIR Form No. 2550-Q) filed and paid through the BIR Electronic Filing (EFPS) within the last quarter 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. <ul style="list-style-type: none"> 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. 3. Registration Certificate from the Department of Trade and Industry (DTI) OR Security and Exchange Commission (SEC), whichever may be appropriate under existing laws of the Philippines. 4. 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. 5. CY 2023 Audited Financial Statements and Income Tax Returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) Duly notarized Certificate as Principal Manufacturer or Exclusive Distributor/ Authorized Dealer from the Principal Manufacturer 										

	<p>6. Prototype of the Jacket (one piece of each size)</p> <p>7. Section II. Instructions to Bidders with signature (conforme) on all pages</p> <p>8. Section III. Bid Data Sheet with signature (conforme) on all pages</p> <p>9. Section IV. General Conditions of the Contract with signature (conforme) on all pages</p> <p>10. Section V. Special Conditions of the Contract with signature (conforme) on all pages</p> <p>11. Other appropriate licenses and permits required by law and stated in the Bidding Documents</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

 Company's Official Contact No.
 (where notices will be sent)



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SECTION IV

General Conditions of Contract

One (1) Lot

**Digitization of Medical Charts form 2000 to
2016**

IB-2024-063

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

- 5.1. 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.
- 5.2. 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

Company's Official Contact Number



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SECTION V

Special Conditions of Contract

One (1) Lot

**Digitization of Medical Charts from 2000 to
2016**

IB-2024-063

Special Conditions of Contract

GCC Clause	
1	Not applicable
2.2	<p>The terms of payment:</p> <p style="padding-left: 40px;">a. Monthly payments shall be based on the number of documents groomed, scanned and indexed. An inspection and acceptance report issued by the HIMD Head duly noted by the Department Manager of Clinical Research Department</p>
3	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.
4	Not applicable
5	Not applicable

CONFORME:

 Authorized Signatory
 Signature over printed name

Contact Number: _____

 Name of Company/Firm

 Company's Official E-mail Address

 Company's Official Contact Number



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SECTION VI

Schedule of Requirements

One (1) Lot

**Digitization of Medical Charts from 2000 to
2016**

IB-2024-063

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

Description	Total ABC (Php)	Delivery Site	PCMC Requirement DELIVERY PERIOD
One (1) Lot Digitization of Medical Charts from 2000 to 2016	3,800,000.00	Materials Management Division, G/F PCMC, Quezon Avenue, cor. Agham Road Quezon City	Per Terms of Reference 1.1. Delivery and installation period: within seven (7) calendar days upon receipt of notice to proceed. 1.2. Digitization services: Digitization - grooming, scanning and indexing of documents shall be for one (1) year contract.

DELIVERY AND ACCEPTANCE

- Terms and Conditions stated in the Terms of Reference

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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Quezon Avenue, Quezon City 1100
website: www.pcmc.gov.ph email: pcmcba@gmail.com
Trunkline: 8588-9900 local 361/355 Telefax No.: 8924-0870

SECTION VII

Technical Specifications

One (1) Lot

**Digitization of Medical Charts from 2000 to
2016**

IB-2024-063



PHILIPPINE CHILDREN'S MEDICAL CENTER
Quezon Avenue, Quezon City
HEALTH INFORMATION MANAGEMENT DIVISION

OUTSOURCING DIGITIZATION OF MEDICAL CHARTS

TERMS OF REFERENCE

1. INTRODUCTION

The Philippine Children's Medical Center (PCMC) is a government owned and controlled corporation for specialized health care under the Department of Health located at Quezon Avenue, Quezon City. It is a 200-bed capacity tertiary hospital with a mandate to provide pediatric care, offer training programs for medical and allied health care providers, and be a center in clinical research. It offers a wide array of training programs involving specialized pediatric healthcare and has produced research relevant to the day-to-day care of the well and sick child.

The Health Information Management Division (HIMD) is the main unit responsible to manage paper-based health records which has been the primary source of patient information. Health records, whether paper or digital, play a major role in health care delivery. It serves as the source of information of health care professionals as well as allied health professionals. It is also a fundamental means of communication between health professionals in doing health care plans and management as well as a tool for research in every healthcare institution. Thus, a huge volume of records is physically stored in OPD, ER and Medical Records as well as in other areas of the hospital that serve as storage sites. In this manner, the integrity, security and accessibility of health records are compromised.

Ensuring an efficient and secure way of storing, searching and providing access to health records and acknowledging the fact that the demand for timely and accurate health data continuously grows are the challenges that the HIMD have to deal with. Digitization of these health records will help the division carry out its core functions in providing quality health records, maintaining, safekeeping and providing access to health records. Thus, scanning of

paper-based health records into digital format for easier storage, retrieval, and management is proposed.

2. RATIONALE

Due to the enhancement of technologies and the implementation of the Universal Healthcare Law, the Health Information Management Division now has expanded responsibilities to provide an efficient and secure way of storing, searching, and providing access to health records utilizing technological advancement, notwithstanding the confidentiality of health records with the enactment of the Data Privacy Act. This will free up valuable office space and enable the HIMD to physically move the medical records to a better location.

The aim of this project is to digitize paper-based health records of patients from ER, OPD, & Health Records Management Section. The converted digital format will be stored in the existing document management archiving system capable of search, retrieval and sharing digital copy of health records.

3. PROJECT SCOPE AND DELIVERABLES

This project is a package of service focused on digitization of health records. It will cover deployment of manpower who will perform the digitization process of health records - grooming, scanning and indexing of health records (medical charts) from ER, OPD and Health Records Management Section. This project will also include provision of high-end document scanners with image capture software and uninterrupted power supply. An estimate of at least three million pages (3,000,000) of records will be digitized and converted into an electronic/digital format that will run for 1 year.

3.1. Digitization Services:

- 3.1.1 Location of digitization: On-premise - Health Information Management Division, Philippine Children's Medical Center and be able to work in the allotted workspace area:
 - 3.1.1.1. Grooming area - 3.4 x 25 ft
 - 3.1.1.2. Scanning and indexing area - 3.6 x 4.2ft & 3 x 5ft

- 3.1.2. Total Number of Pages: minimum of three (3) million pages
- 3.1.3. Document preparation and grooming: Documents are in folder type, no re-sequencing, return as filed in folder after digitization, mark as digitized.
- 3.1.4. Document to be scanned: Letter, A4, Legal. Front and back pages
- 3.1.5. Scanning resolution: at least 300 dpi, colored, grayscale/ Black and White
- 3.1.6. Output: Multi-page PDF/A file.
- 3.1.7. Indexing/Data Capture: at least 3 data fields namely: Last Name, First Name and Date Discharged
- 3.1.8. Scan pages quality - high resolution, no blurry text, no skewed or crooked pages, no shadow, and no pages rotated incorrectly.

3.2. Equipment and software

The following equipment and software are necessary for the digitization project:

- 3.2.1. at least two (2) High-end document scanner in good working condition
- 3.2.2. Uninterrupted Power Supply
- 3.2.3. Data/Image Capture Software

4. RESPONSIBILITIES

4.1. Responsibilities of the Provider:

- 4.1.1. Provide document digitization services for converting at least 3,000,000 pages of records within a period of one (1) year inclusive of deployment of necessary manpower, hardware, software and materials to complete the services.
- 4.1.2. Set up and configure scanners based on the requirements and compatibility with the existing programs/systems currently used by the Health Information Management Division, PCMC.
- 4.1.3. Ensure immediate replacement of defective equipment to avoid delay.
- 4.1.4. Ensure that the personnel to be deployed is at least college level and has at least 2 years relevant experience on digitization projects
- 4.1.5. Submit the following documents:
 - 4.1.5.1. List of key personnel who will be deployed on-site with their certificate of employment and bio-data.
 - 4.1.5.2. Gantt chart and projected daily quota of personnel to complete the 1-year project.

- 4.1.5.3. Complete documentation of all incoming IT equipment and peripherals deployed at Health Information Management Division following hospital policy.
- 4.1.6. Work hours: 8:00 AM - 5:00 PM except Saturdays, Sundays, Legal Holidays and in case of suspension of office work.
- 4.1.7. Immediately replace any personnel found ineffective or negligent in the performance of his/her duties upon recommendation by the Chief, HIMD within three (3) calendar days from receipt of notice.
- 4.1.8. Immediately provide reliever/s with the same qualifications in case of absence of regular support personnel and should adhere to the health protocols stipulated in this terms of reference.
- 4.1.9. Submit monthly production and management reports with daily and weekly breakdown to the HIMD head. Expected monthly target is at least 250,000 pages
- 4.1.10. Make necessary preparations, arrangements and actions to make sure that services will not be hampered in case of emergency.
- 4.1.11. The Provider shall document detailed procedures/techniques in identifying system security risks and breach and measures for risk treatment and submit to HIMD.
- 4.1.12. The Provider and all its entire project staff shall be required to sign a non-disclosure agreement.
- 4.1.13. The Provider agrees to hold the Proprietary Information in strict confidence. Furthermore, the Provider agrees not to reproduce, transcribe, or disclose proprietary information to third parties without prior written approval of PCMC.
- 4.1.14. The Provider and its entire project staff assigned at PCMC shall be liable for any unlawful divulgence of any information based on existing criminal and civil laws.

4.2. Responsibilities of the Deployed Personnel:

- 4.2.1. Sign the PCMC Non-disclosure Agreement Form to ensure confidentiality of records.
- 4.2.2. Perform quality assurance of all (100%) scanned and indexed health records everyday.
- 4.2.3. Rectify digitized records that are found to be erroneous and of poor quality without additional charges to the institution.
- 4.2.4. Upload and transmit accepted outputs to the institution's Document Management Archiving System
- 4.2.5. Submit a daily accomplishment report per template to be provided by HIMD.

4.3. Responsibilities of Health Information Management Division designated staff:

- 4.3.1. Provide adequate space to perform grooming, scanning and indexing of records.
- 4.3.2. Orient outsource personnel on the policies and process of grooming.
- 4.3.3. Pull out records for digitization.
- 4.3.4. Perform quality check of digitized health records (10% of daily accomplishment).
- 4.3.5. Check the daily quota of the outsource personnel per target submitted by the Provider.
- 4.3.6. Regularly check the work area if there are any irregularities and shall report immediately to the HIMD head.
- 4.3.7. Submit documents necessary for the processing of payment of the service provider to the appropriate office i.e. monthly production and management reports by the Provider.

5. CONFIDENTIALITY OF DATA

- 5.1. The contract that will be executed hereto shall categorically provide that the Provider and its employees to be assigned at PCMC for this project, shall uphold strict confidentiality any information in the records that will be digitized.

6. HEALTH PROTOCOLS

- 6.1. All personnel who will be assigned on premise should be fully (primary & at least 1 booster) immunized against COVID-19.
- 6.2. All personnel who will be assigned on premise shall adhere with the COVID-19 health protocols being implemented in PCMC (wearing of proper PPE and social distancing).

7. WARRANTIES OF THE PROVIDER

The Provider warrants that it shall conform strictly to the terms and conditions of this Terms of Reference.

- 7.1. The Provider shall have locally available certified, qualified, and experienced technical support personnel to provide technical assistance during the contract period and must be available during regular working days/hours.
- 7.2. Back-up technical support or extra personnel must always be readily available so as not to disrupt the digitization. In case of unavoidable circumstances, wherein immediate response/repair is not possible, the Provider is given a 24 hours grace period to do the necessary repair. When the equipment cannot be repaired onsite, the Provider shall

provide a replacement unit or service unit of the same specifications during the contract period.

- 7.3.** The Provider personnel shall take all necessary precautions for the safety of all persons and properties at or near the work area and shall comply with all the standard and safety regulations established by PCMC.
- 7.4.** The Provider shall coordinate with the authorized and/or designated PCMC - HIMD personnel in the performance of their tasks.
- 7.5.** The Provider shall be liable for loss, damages, or injury due directly or indirectly through the fault or negligence of its personnel. It shall assume full responsibility thereof and PCMC shall be specifically released from any and all liabilities arising therefrom.
- 7.6.** The Provider shall neither assign, transfer, pledge, nor sub-contract any part or interest therein.

8. SERVICE LEVEL AGREEMENT

PCMC shall maintain a Service Level Agreement (SLA) with the Provider, with provisions for liquidated damages for non-compliance as specified below:

DELIVERABLES	SERVICE LEVEL AGREEMENT	LIQUIDATED DAMAGES
Delivery, installation and configuration	Deliver, install and ensure that all equipment necessary for the completion of the project specified in this TOR are operational within seven (7) calendar days upon receipt of the Notice to Proceed	One tenth (1/10) of one percent (1%) of the cost of undelivered items per day of delay.
Technical Support/Problem Resolution	Attend and resolve technical problems within 24 hours upon receipt of report from HIMD	One tenth (1/10) of one percent (1%) of the total monthly billing shall be imposed per hour of delay in excess of the required hours to resolve or a fraction thereof.
Provision and replacement of personnel	Provide personnel who will perform digitization process - grooming, scanning and indexing and if necessary replace any personnel found to be negligent in the performance of his/her duties upon recommendation of the HIMD Head within 3 calendar days from receipt of notice	One tenth (1/10) of one percent (1%) of the total monthly billing shall be imposed per hour of delay in excess of the required hours to resolve or a fraction thereof.
Delivery of daily quota (production performance)	Deliver daily quota per assigned personnel as specified in the submitted performance target	One tenth (1/10) of one percent (1%) of the total monthly billing shall be imposed per hour of delay in excess of the required hours to resolve or a fraction thereof.
Service Replacement Unit	Provide replacement units of the same brand, model, features and functionalities or its equivalent or higher capacity in case of equipment failure or its component within 24 hours after initial check up.	One tenth (1/10) of one percent (1%) of the total monthly billing shall be imposed per hour of delay in excess of the required hours to resolve or a fraction thereof.

9. PROPOSED DELIVERY PERIOD AND TERMS OF PAYMENT

- 9.1.** Delivery and installation period: within seven (7) calendar days upon receipt of notice to proceed.
- 9.2.** Digitization services: Digitization - grooming, scanning and indexing of documents shall be for 1 year contract.
- 9.3.** Monthly payments shall be based on the number of documents groomed, scanned and indexed. Monthly target digitized quota is 250,000 pages. An inspection and acceptance report shall be issued by the HIMD head duly noted by the Department Manager of Clinical Research Department.

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.

DIGITIZATION PROJECT
DAILY ACCOMPLISHMENT REPORT
Month / Year

DATE	PROVIDER STAFF 1	HIMD STAFF	PROVIDER STAFF 2	HIMD STAFF
	Total HR Digitized	Quality Check / Remarks	Total HR Digitized	Quality Check / Remarks
Day 1				
Day 2				
Day 3				
Day 4				
Day 5				
Day 6				
Day 7				
Day 8				
Day 9				
Day 10				
Day 11				
Day 12				
Day 13				
Day 14				
Day 15				
Day 16				
Day 17				
Day 18				
Day 19				
Day 20				
Day 21				
Day 22				
Day 23				
Day 24				
Day 25				
Day 26				
Day 27				
Day 28				
Day 29				
Day 30				
Day 31				



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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

**Digitization of Medical Charts from 2000 to
2016**

IB-2024-063

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. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid (*Refer to BDS Clause 5.3*), except under conditions provided for in Sections 23.4.1.3 and 23.4.4.4 of the 2016 Revised IRR of RA 9184, within two (2) 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 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 Terms of Reference
7. 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** using the form as provided

Note: Bidder **shall include** the PCMC-issued USB Flash Drive in the **Financial Component Envelope (Original Folder)** containing the FOLLOWING:

- a. Soft copy of their accomplished **Price Schedule** (in **EXCEL** format)
- b. **SCANNED copy** (in **PDF Format**) of **ALL** the required documents under Section VIII. Checklist of Technical and Financial Documents

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.

PRICE SCHEDULE

PROCURING ENTITY : PHILIPPINE CHILDREN'S MEDICAL CENTER					NAME OF BIDDER :			
INVITATION TO BID NO. : IB-2024-063								
Qty	Item	Bidder's Offer to Comply with the Requirements	Unit Price EXW	Cost of Local Labor, Raw Materials and Component	Total Price EXW	Unit Price Final Destination and Unit Price of Other Incidental Service	Sales and Other Taxes Payable per Item if Contract is Awarded	TOTAL PRICE DELIVERED FINAL DESTINATION
1 lot	Digitization of Medical Charts from 2000 to 2016 ABC = Php 3,800,000.00 Attach DETAILED COST BREAKDOWN							
<ul style="list-style-type: none"> 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; 					TERMS OF PAYMENT (For discounts being offered, if there's any. Otherwise, state "NONE"):			
<ul style="list-style-type: none"> 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 AND SIGNATURE OF AUTHORIZED REPRESENTATIVE			



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Trunk Line: 8588-9900 to 20 Direct Line: 8924-6601

October 4, 2023

Dear Sir/ Madam:

This is to furnish you with a copy of our Agency's Advisories regarding Fraudulent Solicitation of any kind using the name of our Executive Director for your information and awareness (*please see attached*).

In any way you encounter certain individuals soliciting money from your company using the name of the Philippine Children's Medical Center's Executive Director, please do not entertain it and kindly send an incident report to our Agency immediately with the following details.

Addressed to : Sonia B. Gonzalez, MD, MScHSM, MPM
Executive Director

Thru : Emma A. Mariano, CPA, MGM-ESP
Department Manager III
Administrative Services Department

- a. Date and Time received the solicitation
- b. Manner of solicitation (call/text/etc.)
- c. Contact details of the one soliciting
- d. Purpose of the solicitation
- e. Amount being solicited
- f. Other details

Send to : officeofthedirector@pcmc.gov.ph
pcmcba@gmail.com

Thank you for your cooperation with us to cease this kind of fraudulent activity.

MA. CATHERINA T. BENEDICTOS, MPA
Chief, Procurement Division 





PHILIPPINE CHILDREN'S MEDICAL CENTER

QUEZON AVENUE, CORNER AGHAM ROAD, QUEZON CITY

ADVISORY

Please be warned against anyone or any organization that uses the name of PCMC Executive Director Sonia B. Gonzalez to solicit financial support for certain projects. These transactions are NEVER LEGITIMATE OR AUTHORIZED.

The DOH also issued a warning against scammers using the name of Secretary Dr. Teodoro J. Herbosa in exchange for donations. The Office of the Secretary will not solicit such favors from other DOH units, government agencies nor the public.

To report these scams, you may send a report to the NBI Anti-Fraud and Action Division via e-mail at **afad@nbi.gov.ph** or at PNP Anti-Cybercrime Group via their hotline number at **8723-0401 local 7491**.





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TO: ALL PCMC PARTNERS, SUPPLIER REPRESENTATIVES,
MANAGERS AND PRESIDENT

DATE: September 25, 2023

AGENDA: FRAUDULENT SOLICITATION IN ANY KIND USING THE
NAME OF PCMC EXECUTIVE DIRECTOR

This letter refers to a report we have received regarding a certain individual soliciting money from our suppliers using the name of the Executive Director of this medical center.

We would like to inform everyone concerned that PCMC did not and will not engage in such actions, nor will it tolerate them. The officials and employees of this institution will never be associated with fraudulent acts through any means at any time.

In light of this, we would like to remind all suppliers and contractors to remain vigilant against such fraudulent activities.

For the immediate attention of all concerned.

Thank you.

FRANCIS S. DELA CUESTA, RN, MAN
Chairperson, Bids and Awards Committee

Noted:

SONIA B. GONZALEZ, MD, MScHSM, MPM
Executive Director



ADVISORY

3 October 2023

This advisory addresses concerns concerning reports recently received by my Office regarding individuals falsely soliciting funds from suppliers and contractors, using my name.

I unequivocally emphasize that neither I nor my dedicated staff, including the Bids and Awards Committee and Procurement Division, have engaged in or will engage in such actions. We vehemently condemn any form of illegal activities and misrepresentation. My Office remains steadfast in preserving and upholding the principles of integrity and transparency.

As of this writing, we are actively investigating to identify the individuals responsible for this reprehensible act. We are also making diligent efforts to eliminate this kind of action. Therefore, I urge anyone with information related to this matter to promptly relay it to my Office.



SONIA B. GONZALEZ, MD
Executive Director