



Republic of the Philippines
Department of Education



PROCUREMENT MANAGEMENT SERVICE

OD ☎ 633.7232 PPMD ☎ 636.6543 CMD ☎ 635.3762

Rm. M-511, 5th Floor, Mabini Bldg., DepEd Central Office Complex, Meralco Avenue, Pasig City, Philippines
☎ 636.6542 / 633.9343 / email: depedcentral.bacsecretariat@deped.gov.ph

Bids and Awards Committee I

Minutes of Pre-Bid Conference

Project No. : **2021-BHROD2(003)-BI-CB-014**
Project : **Procurement of Services of Diagnostic Center for the Conduct of CO Annual Medical Check up**
ABC : **Php 3,520,000.00**
End-User : **BHROD-Employee Welfare Division**
Date & Time : **June 28, 2021; 10:00 A.M.**
Venue : **Videoconferencing using the Microsoft Teams**

Present

Bids and Awards Committee (BAC) I: Dir. Rhoan G.L. Orebia, Vice-Chairperson; Dir. Samuel R. Soliven, Regular Member; Dir. Lope B. Santos III and Dir. Ella Naliponguit, Provisional Members

Procurement Management Service: Ms. Christa O. Nicolas, Senior Technical Assistant II; Ms. Ruby Anna G. Balaoro, Technical Assistant II; Mr. Homer Silva, Administrative Support II and Ms. Patricia P. Muñoz, Administrative Support I (BAC Secretariat Division)

Technical Working Group: Ms. Eugenia M. Tuliao, Ms. Ma. Luisa R. Ravina, Dr. Mariblanca P. Piatos and Dr. Rainerio U. Reyes

I. CALL TO ORDER

Dir. Rhoan G.L. Orebia, BAC I Vice-Chairperson, presided and called the pre-bid conference to order at 10:00 A.M. The BAC Secretariat documented the minutes of meeting.

II. CERTIFICATION OF QUORUM

The BAC I Vice-Chairperson certified that the quorum of the BAC was present to transact business. She acknowledged the presence of the BAC members, BAC Secretariat and Technical Working Group.

III. HIGHLIGHTS OF DISCUSSION

The BAC I Vice-Chairperson welcomed everyone to the pre-bid conference.

The BAC I Vice-Chairperson asked Ms. Ruby Balaoro, BAC Secretariat, to facilitate the roll of attendance and present the details of the project for the Pre-Bid Conference.

59 The BAC I Vice-Chairperson announced that according to the BAC
60 Secretariat, there are no prospective bidder representative/s who are in
61 attendance for the meeting. Nevertheless, she suggested to proceed with the Pre-
62 bid Conference since it is a requirement in the procurement procedure. She further
63 explained that this is also an opportunity to browse through the final bid
64 documents and a preparation for the bid opening.
65

66 Ms. Balaoro presented the rules to be observed and the purpose of the Pre-
67 bid Conference. She presented the project information which contained the Start
68 date of Issuance of Bidding Documents on June 19, 2021 and the cost of bidding
69 documents of PhP 5,000.00.
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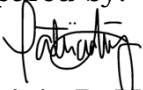
71 Ms. Balaoro discussed the following information based on the copy of the
72 invitation to bid and bidding documents uploaded in PhilGEPS, DepEd website
73 and bulletin board, to wit:


- 74 • Source of Funds for this project is GASS Fund Current Funds (FY 2021)
75 with an approved budget of Php 3,520,000.00.
- 76 • Observers from Commission on Audit, NAMFREL, ANSA-EAP Foundation,
77 Inc., Phil. Chamber of Commerce & Industry (Civil Society Organizations)
78 were invited through letters dated June 24, 2021
- 79 • Date of Advertisement and Posting of Invitation to Bid is June 19, 2021
- 80 • Start of Issuance of Bidding Documents is June 19, 2021
- 81 • Schedule of Requirements, Technical Specifications, Checklist of Technical
82 and Financial Documents.
- 83 • Deadline for Submission of Bids is on July 12, 2021 8:30 A.M.
- 84 • Opening of Bids is on July 12, 2021, 9:00 A.M. at Bulwagan ng Karunungan
85 Ground Floor, Rizal Bldg.
- 86 • Single Largest Complete Contract (SLCC), the terms and conditions are as
87 follows:
 - 88 ➤ should have completed within a period of *five (5) years*
 - 89 ➤ must be at least fifty percent (50%) of the ABC or
 - 90 ➤ at least two (2) similar contracts
 - 91 ➤ The total of the aggregated amount should be at least fifty percent
92 (50%) of the ABC
 - 93 ➤ the largest of these similar contracts must be equivalent to at least
94 twenty-five percent (25%) of the ABC
- 95 • Other salient provisions of the bidding documents which includes: the ITB
96 Clause 5.3, ITB Clause 71 (b), ITB Clause 9, ITB Clause 14.1, ITB Clause
97 14.2, ITB Clause 15, ITB Clause 19.5: NFCC, ITB Clause 20.2, GCC Clause
98 1: Performance, Delivery and Documents, GCC Clause 2.2: Schedule of
99 Payment, GCC Clause 3 and checklist of requirements.

100
101 The BAC I Vice-Chairperson asked if there are any questions from the BAC
102 members or any further discussions or explanations from the end-user
103 representatives/TWG.
104

105 The BAC I Vice Chairperson also clarified that although there are no
106 prospective bidders present in the Pre-Bid Conference, they may send an email to
107 the BAC Official email for questions and clarifications until July 2, 2021, 5:00 p.m.
108

109 Having no other matters to discuss on this project, the Pre-Bid Conference
110 was adjourned at 11:00 A.M.
111
112
113
114


115 Prepared by:
116 
117 **Patricia P. Muñoz**
118 Administrative Support I
119 BAC Secretariat Division


Reviewed by:

Christa O. Nicolas
Senior Technical Assistant II
BAC Secretariat Division


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127 **Minutes of Pre-Bid Conference**

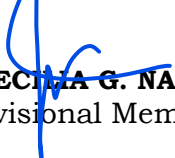
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129 Project No. : **2021-BHROD2(003)-BI-CB-014**
130 Project : **Procurement of Services of Diagnostic Center for the Conduct of**
131 **CO Annual Medical Check up**
132
133 ABC : **Php 3,520,000.00**
134 End-User : **BHROD-Employee Welfare Division**
135
136 Date & Time : **June 28, 2021; 10:00 A.M.**
137 Venue : **Videoconferencing using the Microsoft Teams**
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143 Concurred by:
144 BIDS AND AWARDS COMMITTEE I

145
146 
147 **Atty. RHOAN G.L. OREBIAS**
148 Director IV and Vice-Chairperson
149

150
151 
152 **SAMUEL R. SOLIVEN**
153 Director III and Regular Member
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156 **LOPE B. SANTOS III**
157 Provisional Member
158

159 
160 **Dr. ELLA CECILIA G. NALIPONGUIT**
161 Provisional Member
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Welcome to the Pre-Bid Conference!



***Procurement of Services of Diagnostic
Center for the Conduct of CO Annual
Medical Check-up***

**June 28, 2021, 10:00 A.M.
Videoconferencing thru MS Teams**

Video Conferencing House Rules

Prospective bidders may send their clarifications via the chat room in this platform

A maximum of two (2) bidder's representatives shall be allowed to participate

Bidder-representatives may join the meeting at least 20 minutes before the scheduled time. The attendance sheets are uploaded at the chat room and have to be signed by those present

All participants must turn on their video for the teleconference - during the introduction of attendees and when speaking

All participants must maintain their microphones on "MUTE", and turn it "ON" only when speaking

Only the BAC Secretariat is allowed and authorized to record the proceedings

Opening Prayer

Loving heavenly Father,

We come to you this hour asking for your blessing and help as we are gathered together.

We pray for guidance in the matters at hand and ask that you would clearly show us how to conduct our work with a spirit of joy and enthusiasm.

Give us the desire to find ways to excel in our work.

We ask this in the name of the Lord Jesus Christ.

Amen.

Pre-bid Conference

Purpose of Pre-bid Conference

1. To clarify and address bidder's questions on the different aspects of the procurement at hand;
2. For bidders to fully understand the requirements.

*Note that any statement issued shall not modify the terms, unless in writing and issued through Supplemental Bulletin.

Bids and Awards Committee I

- **Usec. Alain Del B. Pascua**
Chairperson
- **Dir. Rhoan G.L. Orebia**
Vice-Chairperson
- **Dir. Samuel R. Soliven**
Regular Member
- **Dir. Lope B. Santos III**
- **Dir. Ella Cecilia G. Naliponguit**
Provisional Members

Observers

(invited through letters dated June 24, 2021)

- **Commission on Audit (COA)**
 - **NAMFREL**
 - **ANSA-EAP Foundation, Inc.**
- **Phil. Chamber of Commerce & Industry**
Civil Society Organizations

Project Information

End-User / PMO: **BHROD- Employee Welfare
Division**

Source of Funds: **FY 2021 GASS Fund Current Funds**

**Date of Advertisement and Posting of
Invitation to Bid:**

June 19, 2021

(PhilGEPS, DepEd Website and DepEd Bulletin Board)

Approved Budget for the Contract (ABC)

Philippine Pesos Three Million, Five
Hundred Twenty Thousand and 00/100

(Php 3,520,000.00)

Project Information

Start of Issuance of Bidding Documents:

June 19, 2021

Cost of Bidding Documents:

Lot	Amount (In Php)
1	5,000.00
Total	5,000.00

Bidding Documents may be downloaded at the following websites:

<https://notices.philgeps.gov.ph>

<https://www.deped.gov.ph>

Project Information

No. of Prospective Bidders that purchased the Bidding Documents

As of **June 28, 9:00 A.M.**:

__ Prospective bidder

The pre-bid conference is open to all interested parties who have or have not bought the Bidding Documents.

Instruction to Bidders

- **For those who are interested to purchase the Bidding Documents, two (2) options are made available, to wit:**

1) A complete set of Bidding Documents may be acquired by interested Bidders from the DepEd Procurement Management Service, Room M-511, 5th Floor, Mabini Building, DepEd Central Office Complex, Meralco Avenue, Pasig City, upon accomplishing a bidder's information sheet, **presenting a “freshly-released” negative result (i.e., released within the past 24 to 72 hours) of similar tests (RT/PCR, antigen, or rapid test)**, and payment of a non-refundable fee for the Bidding Documents to the DepEd Cashier.

Payment in checks should be made payable to **DECS OSEC Trust**.

Instruction to Bidders

2. Interested Bidders may signify their intent to purchase the Bidding Documents through email at depedcentral.bacsecretariat@deped.gov.ph by accomplishing a bidder's information sheet (Annex A). Upon receipt of the bidder's information sheet, the BAC Secretariat Division will send through email the details of the DECS OSEC Trust Fund Account for payment. Upon payment, bidders may send through email the proof of payment before the deadline for submission of bids. Upon receipt of proof of payment, the BAC Secretariat will send the electronic copy of the Bidding Documents.

Instruction to Bidders

Consistent with Section 22.5.3 of the Revised IRR of RA 9184, posting on the PhilGEPS (www.philgeps.gov.ph) and the procuring entity's website (www.deped.gov.ph) of any supplemental / bid bulletin shall be considered sufficient notice to all bidders or parties concerned.

“It shall therefore be the responsibility of all Bidders who secure the Bidding Documents to: a) inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC; b) know the latest website of PhilGEPS and the procuring entity; c) check from time to time the PhilGEPS and Procuring Entity's websites, and at any conspicuous place within the premises of the Procuring Entity for possible posting of any supplemental/bid bulletin; and d) inform the BAC in writing, through its Secretariat, of any changes in its address or contract numbers.

Instruction to Bidders

Duly signed written communication such as notices or requests shall, likewise, be deemed to have been given or made and considered official communication when received by the concerned party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, electronic mail or facsimile to such Party at the address or contact numbers specified in the Bidder's Information Sheet, which shall be effective when delivered and duly received or on the notice's effective date, whichever is later.”

Invitation to Bid and Instruction to Bidders

Single Largest Completed Contract (SLCC)

- ▶ should have completed within a period of ***five (5) years***
- ▶ must be **at least two (2) similar contracts**
- ▶ must be **fifty percent (50%)** of the ABC
- ▶ the largest of these similar contracts must be equivalent to **at least twenty-five percent (25%) of the ABC**

Sec. III. Bid Data Sheet

ITB Clause 5.3

For the purpose of the track-record requirement, contracts similar to the Project shall refer to **Provision of Annual Medical and Physical Examination.**

For this purpose, the similar contract should have been completed within a period of **five (5) years** immediately preceding the deadline for the submission and receipt of bids.

Sec. III. Bid Data Sheet

ITB Clause 71. (b)

Subcontracting is not allowed.

Sec. III. Bid Data Sheet

ITB Clause 9

Request for clarifications for an interpretation must be in writing and submitted at least ten (10) calendar days before the deadline set for the submission and receipt of bids.

The Procuring Entity's address is:

The Chairperson

Bids and Awards Committee (BAC) I

c/o Procurement Management Service-BAC Secretariat Division

Rm. M-511, 5th Floor, Mabini Bldg.

DepEd Central Office Complex Meralco Avenue, Pasig City

Telephone Nos. 8636-6542 or 8633-9343

Email address: depedcentral.bacsecretariat@deped.gov.ph

Consistent with Section 22.5.3 of the revised IRR of RA 9184, posting on the PhilGEPS and the procuring entity's website of any supplemental/ bid bulletin shall be considered sufficient notice to all bidders or parties concerned.

Sec. III. Bid Data Sheet

ITB Clause 14.1

The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:

Description	Cost Breakdown of the Approved Budget for the Contract (ABC)	Bid Security Form & Amount (if other than Bid Securing Declaration)	
		2% of ABC (if bid security is in cash, cashier's/ manager's check, bank draft/ guarantee or irrevocable letter of credit)	5% of ABC (if bid security is in Surety Bond)
Procurement of Services of Diagnostic Center for the Conduct of CO Annual Medical Check-up	Php 3,520,000.00	Php 70,400.00	Php 176,000.00

Sec. III. Bid Data Sheet

ITB Clause 14.2

Bid securities, other than a Bid Securing Declaration, shall be turned over to the DepEd Cash Division for custody. The Bid Securing Declaration shall be under the custody of the BAC Secretariat.

Bid Security, Performance Security, or Warranty Security shall not contain correction, deletion, crossing-out, expunction, or any form of correction, otherwise, the PE may reject such security. █

Sec. III. Bid Data Sheet

ITB Clause 15

Bidders shall enclose their original eligibility and technical documents in one sealed envelope marked “ORIGINAL – TECHNICAL COMPONENT”, and the original of their financial component in another sealed envelope marked “ORIGINAL – FINANCIAL COMPONENT.” In addition, the Bidders shall submit a copy of each of the Technical Component and the Financial Component (hard and soft copies) of their bids in separate envelopes, respectively. Then, the bidders shall seal and mark the original and the copies of their bids.

In the event of any discrepancy between the original and the copy, the original shall prevail.

Original copies of the Class “A” Eligibility Legal Documents, such as the SEC, DTI, or the CDA registration certificate and the Mayor’s Permit, may not be submitted on the date and the time of the bid submission. However, the bidder must be able to present such original copies during post-qualification on demand by the BAC or its authorized representative(s).

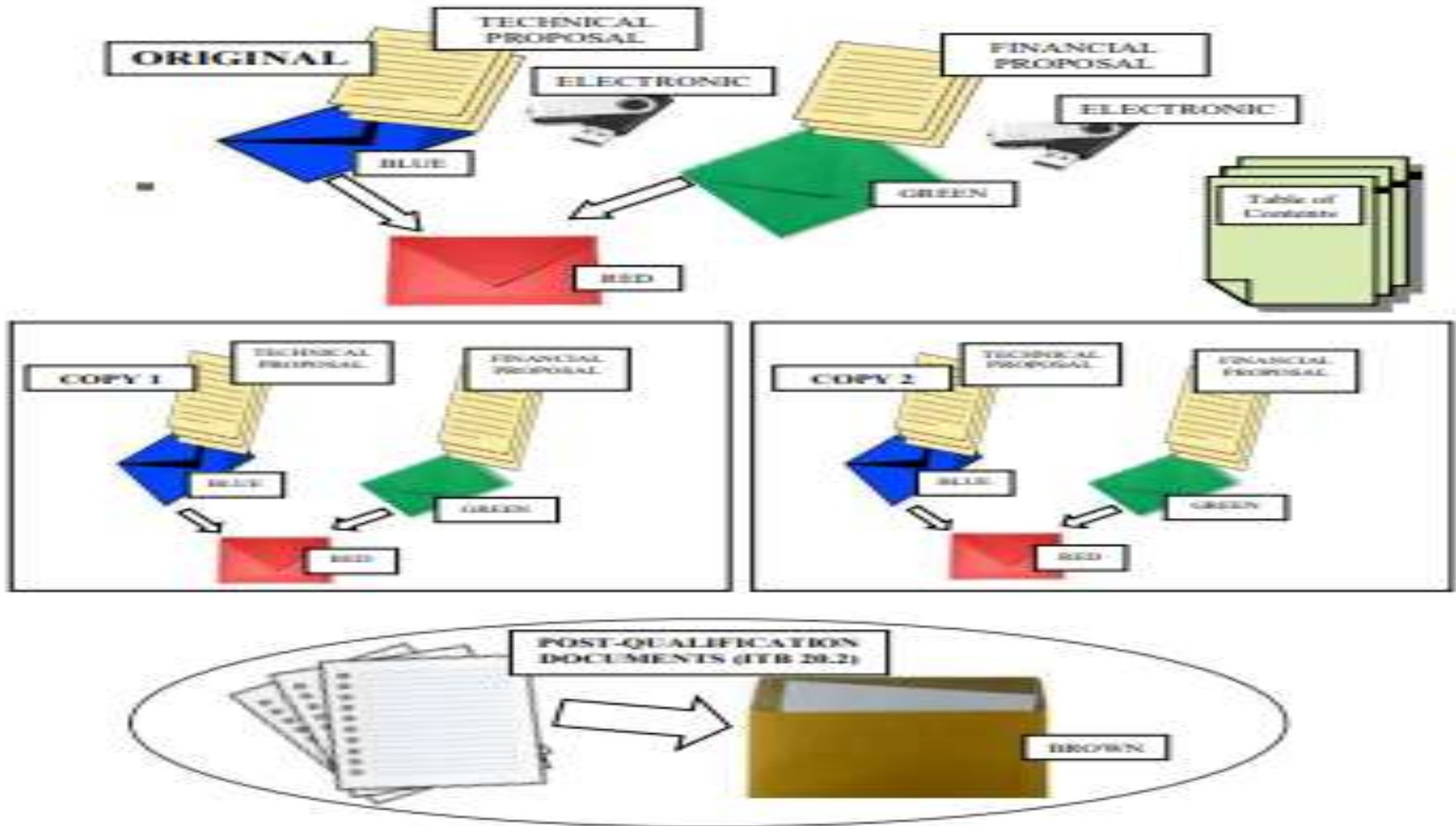
Sec. III. Bid Data Sheet

ITB Clause 15

To facilitate the receipt and classification of bid envelopes, outer envelopes shall be color **RED**, inner envelope containing Technical Proposal shall be color **Blue** and inner envelope containing Financial Proposal shall be color **Green**.

Sealing and Marking of Bids

SEALING AND MARKING OF BIDS



Sec. III. Bid Data Sheet

Cont.

ITB Clause 15

In case of discrepancy in the substance and content between the printed copies and the USB/flash drives, the printed copies shall prevail. Non-submission of electronic copies will not be a ground for disqualification, but the bidder/s are required to submit the same during the post-qualification.

Post qualification documents maybe submitted during the bidding but this does not disqualify bidders who will not submit post qualification documents during bid submission.

Note: Each Bidder shall submit three (3) paper copies of its bid.

Sec. III. Bid Data Sheet

ITB Clause 15

Unsealed or unmarked bid envelopes, shall be rejected. However, bid envelopes that are not properly sealed and marked as required in the Bidding Documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.

Sec. III. Bid Data Sheet

ITB Clause 19.5

The computation of a prospective bidder's NFCC must be at least equal to the ABC to be bid, calculated as follows:

NFCC – [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their Audited Financial Statements prepared in accordance with international financial reporting standards. (23.5.1.4a).

Sec. III. Bid Data Sheet

ITB Clause 19.5

If the prospective bidder submits a committed Line of Credit, it must be at least equal to ten (10%) of the ABC of the lot or lots bid for: Provided, that if the same is issued by a foreign Universal or Commercial Bank, it shall be confirmed or authenticated by a local Universal or Commercial Bank.

In case of a joint venture, the NFCC shall be computed based on the Audited Financial Statements of the lead partner who must be of Filipino Nationality, unless it is shown by clear proof that the other partners to the joint venture have infused capital investment to support the operation of the local lead partner to ensure compliance with the obligations under the contracts in this project, in which case the NFCC of the foreign joint venture or the minority partner of the joint venture shall be computed.

Sec. III. Bid Data Sheet

ITB Clause 19.5

For this purpose, the local lead partner shall be that person/organization/ company identified in the Joint Venture Agreement or in the Letters of Intent (for potential JV partners) shown to have the controlling stakes in the JV.

For easier reference, participating JVs or prospective JV partners must indicate in their JVAs or Letters of Intent the local lead partner appointed by them.

Sec. III. Bid Data Sheet

ITB Clause 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 LCB, the Bidder shall submit the following requirements:

- a. Latest income and business tax returns: Printed copies of the Electronically filed Income Tax and Business Tax Returns with copies of their respective Payment Confirmation Forms for the immediately preceding calendar/tax year from the authorized agent bank;

Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.

NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission.

- b. Certificate of PhilGEPS Registration (Platinum Membership); and
- c. Other appropriate licenses and permits required by law and stated in this **BDS**.

Sec. III. Bid Data Sheet

ITB Clause 20.2

During post-qualification, upon demand by the BAC or its representative(s), a bidder with the lowest calculated bid shall be able to present:

- a. Documents to verify or support its Statement of On-going and/ or Statement identifying its Completed Contracts which may consist of the following: appropriate and clear duly signed contracts, purchase orders, agreements, notices of award, job orders, or notices to proceed, with the corresponding duly signed certificate of completion, delivery receipts, inspection and acceptance reports, certificates of final acceptance or official receipts.
- b. Original copy of the submitted eligibility, technical and financial documents during bid opening.

In case of foreign bidders, a Certificate of Authentication from the Department of Foreign Affairs shall be required for each document submitted, i.e. the Class “A” documents or its equivalent that are written in foreign language, translated to English, and duly authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder’s affairs in the Philippines.

Sec. III. Bid Data Sheet

ITB Clause 20.2

To facilitate post-qualification, the bidder at its option may submit in advance, i.e., on the deadline for submission and receipt of bids, above requirements and other documents required in Section II. ITB 20.2.

The envelope shall be placed in a brown envelope and marked:

ITB 20.2 Documents

Name of Project:

Bid Opening Date:

Name of Bidder:

Failure to submit above requirements within the required timeframe or a finding against the veracity of any such documents or other documents submitted for the project shall be a ground for disqualification of the bidder for the award and the enforcement of the bid securing declaration.

Section V. Special Conditions of Contract

• **GCC Clause 1, Performance, Delivery and Documents**

The Medical Diagnostic Agency shall immediately render its services from receipt of Notice to Proceed. Services to be rendered shall be in accordance with the Scope of Work/Services, Minimum Requirements for Accreditation, Deployment Schedule, Equipment Schedule, and the other requirements indicated in the bidding documents.

Upon signing of the Contract, the Medical Diagnostic Agency shall perform diagnostic procedures and provide all the tools and equipment required under the Contract.

For purposes of this Clause the DepEd's Representative at the Project Site shall be the **Employee Welfare Division (EWD)** through **Ms. Ma. Luisa Ravina**.

Section V. Special Conditions of Contract

GCC Clause 2.2, Schedule of Payment

Payment shall be based on the cost of the Medical and Physical Examination (MPE) procedure/s based on the complete/regular package that an employee undergoes and actual number of patients who will avail of the MPE.

The Provider shall forward the Statement of Account (SOA) and other pertinent documents especially the consolidated report (Annex A) for the services rendered within ten (10) working days from the last scheduled testing/screening date.

The **Employee Welfare Division** shall review and validate the above-mentioned documents within ten (10) working days after the receipt of the said documents for queries and/or clarifications. In case of errors (e.g., double billing, erroneous entries, etc.) the documents shall be endorsed and returned to the Provider for appropriate action.

Section V. Special Conditions of Contract

GCC Clause 2.2, Schedule of Payment

The DepEd shall have a period of **Thirty to Forty-Five (30-45)** calendar days to process the documents submitted. Payment shall be made upon complete submission of examination results of employees/officials who availed of MPE, and upon inspection and acceptance of the following:

1. Statement of Account (SOA)
2. Procedure/examination results signed by authorized representative of the Service Provider
3. Transmittal list that shall contain the following information-
 - 3.1 name of employee,
 - 3.2 date of examination/procedures,
 - 3.3 types of procedures / examination
 - 3.4 amount due for each employee/official

Section V. Special Conditions of Contract

GCC Clause 2.2, Schedule of Payment

(NOTE: The **Provider** must furnish copy of the above-mentioned documents to DepEd Accounting and the End-user (Bureau of Human Resource and Organization Development (BHROD) - Employee Welfare Division (EWD)) and the Procurement Management Services - Contract Management Division ProcMS-CMD.

Section V. Special Conditions of Contract

GCC Clause 2.2, Schedule of Payment

- **Advance Payment**

An advance payment not to exceed **fifteen percent (15%)** of the contract amount shall be allowed and paid within sixty (60) calendar days from signing of the contract. An irrevocable letter of credit or bank guarantee of an equivalent amount must be submitted, and shall remain valid until the services are rendered, and accompanied by a claim for advance payment.

All progress payments shall be charged against the advance payment until the latter has been fully exhausted.

Section V. Special Conditions of Contract

GCC Clause 2.2, Schedule of Payment

The method and conditions of payment applicable to Provider, subject to Government disbursement procedure, which shall be made within sixty (60) days after the date of completion of diagnostic procedures and upon submission of documents under the contract, shall be as follows:

- For the **initial progress payment**, a minimum of 25% of the Contract Price shall be paid to the Provider upon a minimum of 25% services rendered in the designated delivery site.
- **Final payment** shall constitute release of the retention money in case of completion of services rendered, or the balance amount after it has been called for use.

Section V. Special Conditions of Contract

GCC Clause 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 in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184, as amended by **GPPB Resolution 25-2013** and **GPPB Resolution 09-2020**, on the use of Performance Securing Declaration (PSD)

Section VI. Schedule of Requirements

The delivery schedule expressed below stipulates the date of delivery to the project site.

Description	Quantity	Delivery Period
Medical and Physical Examination (MPE)	2,200 CO employees	Within 60 (Sixty) calendar days from the date of receipt of the NTP or the date indicated in the NTP
	1 complete check-up package per pax	

Section VI. Schedule of Requirements

Project Site

All diagnostic procedures shall be performed at the DepEd Central Office, DepEd Complex, Meralco Ave., Pasig City

Schedule of Delivery of Services

1. Delivery of services shall be made available within the specified contract duration stipulated herein, from the date of receipt of the Notice to Proceed (NTP) by the supplier, which shall not be later than seven (7) calendar days from its issuance.
2. Conduct of the MPE shall be five (5) days a week for two (2) months, or a total of sixty (6) calendar days.

Section VI. Schedule of Requirements

The following required diagnostic and screening procedures/examinations will be conducted on both male and female employees:

1. Male and Female : all ages
 - a. Complete physical examination including pre & post lab test consultation with licensed physician
 - b. Urinalysis
 - c. Fecalalysis
 - d. Completed Blood Count (CBC) with platelet
 - e. Chest X-Ray (Plain) : Posterior-Anterior (PA) view

Section VI. Schedule of Requirements

- f. Blood Chemistry (Inclusive: fasting blood sugar, cholesterol, uric determination, creatinine, GFR, BUN, lipid profile)
 - g. 12 Lead Electrocardiogram (ECG)
 - h. Blood Typing
 - i. Basic Optical Examination (Visual Acuity View)
2. For female (40 y/o and up)
- a. Pap Smear
3. For male (45 y/o and up)
- a. Digital Prostate Screening

Section VII. Technical Specifications

Description	Specification	Bidder's Statement of Compliance	Bidder's Actual Offer
<p>One-Time Annual Medical and Physical Examination for DepEd CO personnel</p>	<p>Complete physical examination including pre & post lab test consultation with licensed physician</p> <ul style="list-style-type: none"> a. Urinalysis b. Fecalalysis c. Complete Blood Count with platelet count d. Chest X-Ray (Plain) : PosteriorAnterior (PA) view e. Blood Chemistry (Inclusives: fasting blood sugar, Cholesterol, uric acid determination, creatinine, GRF, BUN, lipid profile) f. 12 Lead Electrocardiogram (ECG) g. Blood typing h. Basic Optical Examination (Visual Acuity View) ❖ For female (40 y/o and up) Pap smear ❖ For male (45 y/o and up) Digital Prostate Screening 		

Section VII. Technical Specifications

Terms and Conditions

The accredited diagnostic and multi-specialty must have the following attributes:

1. Must be duly accredited or licensed by the Department of Health (DOH);
2. Shall have fully-functional equipment (i.e. x-ray and ECG machine, ultra sound, blood chemistry analyzer);
3. Shall deploy duly licensed, well experienced and courteous staff such as but not limited to: two (2) physicians (for male and female), radiograph technologist, medical technologist, optometrist, receptionist and two (2) nurses;
4. Shall observe wearing proper medical uniforms, IDs and observe proper hygiene at all times;
5. Shall provide appropriate garbage/disposal bins to ensure proper disposal of toxic waste materials (e.g. used disposable syringes, cottons, etc.)

Section VII. Technical Specifications

Terms and Conditions

6. Shall ensure quality of medical supplies to be used and accuracy of medical equipment needed for the services;
7. Shall provide beds, linens, gowns, partitions, etc. needed in the conduct of ECG and ultrasound procedure;
8. Shall provide gowns needed in the conduct of Chest X-ray;
9. Shall be able to cater to at least fifty-five (55) employees per day.

Section VII. Technical Specifications

Terms and Conditions

A consolidated report detailing the physician's findings, patient's history and laboratory results must be submitted by the Service Provider in soft and printed copies directly to the DepEd Medical Clinic.

All medical records, laboratory results and other important information obtained by the Service Provider shall be treated with confidentiality.

The Service Provider shall not use or disclose such confidential information, or any part thereof, in any manner other than is necessary to perform its services under this Agreement as required by law.

All documents, records, reports, receipts and information about the MPE screening, including those recorded in database systems of the Service Provider shall be the property of the DepEd.

Section VII. Technical Specifications

Terms and Conditions

The Service Provider is required to submit the following to the DepEd Medical Clinic in accordance with the prescribed period:

1. Advance copy of the MPE results of employees with abnormal findings within five (5) calendar days after the scheduled date and it shall include the recommendations from the examining/evaluation physicians
2. Hard copies of the MPE results (in duplicate forms) and the consolidated report in a sealed package within seven (7) working days after the scheduled testing.

The Employee Welfare Division shall notify the Service Provider the scheduled date of delivery of services at least three (3) working days in advance, and shall ensure that the authorized personnel of DepEd is present during the date and time of MPE.

Section VIII. Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Section VIII. Checklist of Technical and Financial Documents

Technical Documents

- (f) 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; **and**
- (g) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, 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 the relevant period as provided in the Bidding Documents; **and**
- (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
- (i) Original copy of Notarized Bid Securing Declaration; **and** Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) 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.

Section VIII. Checklist of Technical and Financial Documents

Financial Documents

- (k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
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.

Section VIII. Checklist of Technical and Financial Documents

Other documentary requirements under RA No. 9184 (as applicable)

- (n) *[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.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form;
and
- (b) Original of duly signed and accomplished Price Schedule(s).

No Contact Rule

Section 32.1 of the IRR of RA 9184

“Members of the BAC, including its staff and personnel, as well as its Secretariat and TWG, are prohibited from making or accepting any communication with any bidder regarding the evaluation of their bids until the issuance of the Notice of Award. However, the BAC, through its Secretariat, may ask in writing the bidder for a clarification of its bid. All responses to requests for clarification shall be in writing.”

Deadline for Submission and Opening of Bids

July 12, 2021

8:30 A.M.- Submission of Bids

9:00 A.M.- Opening of Bids

**Bulwagan ng Karunungan
Ground Floor, Rizal Bldg.**

Deadline for Submission and Opening of Bids

Deadline for Letter of Clarifications:

July 2, 2021; 5:00 P.M.

Email to

depedcentral.bacsecretariat@deped.gov.ph

NOTE: Please use your official business email in sending your queries and/or clarifications.

Pre-Bid Conference

FLOOR NOW OPEN
FOR QUERIES