



Supplemental/Bid Bulletin No. 1

PROCUREMENT OF SERVICES FOR THE CONDUCT OF ANNUAL PHYSICAL EXAMINATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)
Bid Ref. No. DENR-CO-2024-050

Approved Budget for the Contract: ₱1,400,000.00

This **Supplemental/Bid Bulletin No. 1** is being issued to address the clarification raised during the Pre-Bid Conference held on 30 August 2024, as well those received via email from the prospective bidder and to amend specifications/provisions in the Bidding Documents for the aforementioned project.

A. Revision to provisions / specifications in the Bidding Documents

SECTION III. BID DATA SHEET

20.2 Post Qualification

- c) List of service provider's medical and support staff with attached Curriculum Vitae and copies of the following additional documentary requirements:

| Key Personnel/Support Staff | Documentary Requirements |
|------------------------------|----------------------------|
| Three (3) Medical Doctors | Valid and current PRC ID |
| Two (2) Nurses | Valid and current PRC ID |
| Three (3) Medical Technician | Valid and current PRC ID |
| Two (2) Admin Staff | No additional requirements |

- d) List of at least five (5) branches of diagnostic clinic within the National Capital Region (NCR) with attached documents as follows:

- i. Valid and current Mayor's/Business Permit;
- ii. Vicinity map/location of the business.

20.2 Post Qualification

- c) List of service provider's medical and support staff with attached Curriculum Vitae and copies of the following additional documentary requirements:

| Key Personnel/Support Staff | Documentary Requirements |
|---|---------------------------------|
| Three (3) Registered Physician | Valid and current PRC ID |
| Two (2) Nurses | Valid and current PRC ID |
| Three (3) Medical Technician | Valid and current PRC ID |
| Two (2) Registered Radiologic Technician | Valid and current PRC ID |
| Two (2) Admin Staff | No additional requirements |

- d) List of at **least two (2) branches** of diagnostic clinic within the National Capital Region (NCR) with attached documents as follows:

- i. Valid and current Mayor's/Business Permit;
- ii. Vicinity map/location of the business.

SECTION VI. SCHEDULE OF REQUIREMENTS

Schedule of Requirements
(Terms of Reference as of 21 August 2024)

Revised Schedule of Requirements
(Terms of Reference as of 4 September 2024)

SECTION VII. TECHNICAL SPECIFICATIONS

Technical Specifications

Revised Technical Specifications

B. Response to Clarifications

CLARIFICATION

RESPONSE

May we ask to lessen the branches requirements?

Request granted.
From five (5) to at least two (2) branches of diagnostic clinic within the National Capital Region (NCR).

| CLARIFICATION | RESPONSE |
|--|--|
| May we ask to adjust the schedule from Monday to Saturday at 7:30am to 4:00pm? | Request granted. |
| May we ask if you may allow to send your employees to our partner clinic for the 2D Echo Test? | Not applicable. We only require 12 lead Electrocardiogram. |

Bidders are advised to use the following forms and submit together **with all the other required documents** for the submission of bids on **13 September 2024 at 11:00 AM:**

- 1. Section VI-Revised Scheduled of Requirements (Terms of Reference as of 4 September 2024)**
- 2. Section VII-Revised Technical Specifications**

Also, please use the **Revised Checklist of Technical and Financial Documents** as a guide/reference.

This Supplemental/Bid Bulletin No. 1 shall form part of the Bidding Documents. Any provisions in the Bidding Documents inconsistent herewith are hereby amended, modified and superseded accordingly.

For guidance and information of all concerned.

Issued this 5th of September 2024 in Quezon City.

Approved by:

*(sgd)***EVELYN G. NILLOSAN**
Chief, Management Division &
Alternate Vice Chairperson, Bids and Awards Committee

| | | |
|---|--|---|
| Received by: | | |
| <div style="border-top: 1px solid black; margin-top: 5px;"> (SIGNATURE OVER PRINTED NAME) </div> | <div style="border-top: 1px solid black; margin-top: 5px;"> (DATE) </div> | <div style="border-top: 1px solid black; margin-top: 5px;"> NAME OF COMPANY </div> |
| <small>(PLEASE RETURN OR FAX THIS PAGE ONLY TO THE DENR BAC OFFICE @ 8926-2675)</small> | | |

Section VI - Revised Schedule of Requirements

Instruction to Bidders: **Please fill up the form accordingly and sign the Bidder's Undertaking. Failure to conform will result in a rating of "FAILED".**

A. TERMS OF REFERENCE as of 4 September 2024

TERMS OF REFERENCE

(As of 4 September 2024)

ANNUAL PHYSICAL EXAMINATION (APE) FOR DENR CENTRAL OFFICE EMPLOYEES

I. RATIONALE

For the past Nine (9) years, the Human Resource Development Service has been offering medical services to DENR Central Office employees which include the conduct of Annual Physical Examination (APE). This activity is part of the Medical Unit's comprehensive occupational health program for the benefit of the employees.

Pursuant to *Civil Service Commission Memorandum Circular No. 33, s, 1997* "Policy on Working Conditions at the Workplace", *CSC-DOH-DOLE Joint Memorandum Circular No. 1 series of 2022* "Occupational Safety and Health (OSH) Standards for the Public Sector"; the Annual Physical Examination and random drug testing are necessary tools in the health assessment and monitoring of the employee's health status.

II. APPROVED BUDGET FOR THE CONTRACT

The total ABC for the project is **PHP1,400,000.00** inclusive of all applicable government taxes and service charges.

III. PROJECT REQUIREMENTS

The service provider engaged to do the diagnostic and screening procedures/ physical examination must have all of the following requirements:

- a) Valid License to Operate issued by the Department of Health (DOH) following the standards and requirements of Administrative Order (AO) No. 2007-0027. The valid License should be submitted prior to contract implementation.
- b) Must have Department of Health (DOH) Accreditation; Level 2 or 3 for hospital facilities.
- c) Valid License to Operate an X-ray Facility issued by the Food and Drug Administration (FDA) of the DOH.

IV. SERVICE DESCRIPTION

1. This project involves a service provider for the provision of Annual Physical Examination. The DENR-APE program will cover approximately One Thousand (1000) employees with a guaranteed number of Seven Hundred (700) employees for permanent, casual, co-terminus, Contract of Service, and Contract-PS employment.
2. The schedule of the APE and medical consultation of the APE results shall be agreed upon by the DENR and the awarded service provider and will remain in effect until December 2024.
3. All diagnostic procedures and medical consultation of DENR Central Office employees shall be performed on-site and/or at any available clinics of the

Service Provider.

4. The following diagnostic procedures and physical examination shall be done:

- Chest X ray (PA view)
- 12 lead Electrocardiogram
- Complete Blood Count with Actual Platelet Count
- Blood typing
- Routine Urinalysis
- Blood chemistry: Fasting Blood Sugar, High-Density Lipoprotein (HDL), Low-Density Lipoprotein (LDL), Total Cholesterol, Triglycerides, Serum Glutamic-Pyruvic Transaminase or SGPT, Serum Glutamic-Oxaloacetic Transaminase or SGOT, Creatinine, Blood Urea Nitrogen (BUN) and Blood Uric Acid (BUA).
- Random Mandatory Drug Testing

5. The Service Provider must provide a medical team comprising of the following:

| Medical Support and Staff | Documents Requirements |
|--|----------------------------|
| Three (3) Registered Physician | - Valid and updated PRC ID |
| Two (2) Registered Nurses | - Valid and updated PRC ID |
| Three (3) Registered Medical Technician | - Valid and updated PRC ID |
| Two (2) Registered Radiologic Technician | - Valid and updated PRC ID |
| Two (2) Admin Staff | - Curriculum Vitae (CV) |

V. RESPONSIBILITIES/DELIVERABLES OF THE SERVICE PROVIDER

1. Must be able to provide on-site services or must have a mobile clinic service or “clinic on wheels” with an examination room, laboratory services, and other diagnostic tests.
2. Must have at least two (2) branches of diagnostic clinic within the National Capital Region to provide options for the employees where they opt to have their APE done in case they failed to report at the Central office during the scheduled onsite APE which must be available and open to employees from 8:00 AM up to 4:00 PM (Monday to Saturday) on the duration of the scheduled examinations in case of clinic visits and must have the following:
 - a. Its own fully functional equipment (i.e. X-ray, ECG Machine, 2D echo, and blood chemistry analyzer and other needs for APE services).
 - b. clean and well-maintained facilities (air-conditioned, preferably with two separate comfort rooms for male and female patients).
 - c. Accessibility to Persons with Disability, i.e. ramp and elevator.
3. Must have at least one (1) stand-alone clinic/facility located within Quezon City that is within a 1-3-kilometer radius of the DENR Central office which can accommodate DENR employees who may not be able to avail the scheduled on-site service, and is available and open to employees from 8:00 AM up to 4:00 PM (Monday to Saturday) on the duration of the scheduled examinations in case of clinic visits and have the following:

- a. Its own fully functional equipment (i.e. X-ray, ECG Machine, 2D echo, and blood chemistry analyzer and other needs for APE services).
 - b. clean and well-maintained facilities (air-conditioned, preferably with two separate comfort rooms for male and female patients).
 - c. Accessibility to Persons with Disability, i.e. ramp and elevator.
4. The service provider shall facilitate the APE onsite for 10 days and additional 2 days of medical consultation upon the release of result of the APE to ensure social physical distancing and the number of manpower capacity required in the office are met in compliance with IATF rules and regulations, with at least 100 to 150 employees scheduled per day for examination. The Service Provider shall accommodate DENR-Central employees at their any available clinic up to 2 weeks after the last on-site service.
 5. Must submit a Physical Examination report certified by a registered physician, detailing the physician's findings, patient's history and laboratory results in soft and printed copy directly to the DENR Medical Unit. All medical records, laboratory results and other important information obtained by the Service Provider shall be treated with confidentiality.
 6. The Service Provider shall secure a signed consent form and waiver of rights from the employees of the right to confidentiality of information between the physician and patient for procedures and examinations undertaken in behalf of the DENR. The written waiver shall include the authorization for the Service Provider to submit to the DENR all documents for incorporation in the health profile of the employees.
 7. All documents, records, reports, receipts and information about the APE/drug screening, including those recorded in database systems of the Service Provider shall be the property of the DENR.
 8. The Service Provider is required to submit the following to the DENR Medical Unit in accordance with the prescribed period:
 - a. Report of positive drug screening test two (2) days after the scheduled date
 - b. Hard copies of the APE results (in duplicate forms) and the consolidated report in a sealed package within seven to ten (7 - 10) working days after the scheduled testing.
 - c. The service provider shall not use or disclose such confidential information, or any part thereof, in any manner other than what is/are necessary to perform its services under this Agreement or as required by law.
 9. The conduct of APE shall commence on a scheduled date as agreed upon by DENR and the Service Provider.
 10. The service provider shall be responsible for proper disposal of all hazardous waste material after every activity.

VI. RESPONSIBILITIES OF DENR MEDICAL UNIT

1. The DENR Medical Unit shall provide a list of employees for every scheduled Annual Physical Examination for both on-site and clinic visit.
2. The DENR has the right to deny entry of any personnel from the service provider manifesting COVID-19 symptoms at the time of the scheduled APE as well as issue a stoppage order of the conduct of APE if needed, and the DENR will not be accountable for any expenses incurred related to the re-scheduling of on-site APE.

VII. CONTRACT DURATION

The winning bidder shall provide service for the DENR Central Employees at the DENR Central Office, Visayas Avenue, Diliman Quezon City on the scheduled dates as agreed upon by DENR and the awarded service provider and will remain in effect until December 2024.

VIII. TERMS OF PAYMENT

DENR shall pay the service provider for the services only after the issuance of Certificate of Completion. The payments for the services will be done as stated in the table below.

| Timeline | Deliverables | Percentage Amount of Contract Price to be released as payments | Documentary Requirements |
|---|---|--|---|
| - 10 days APE on-site, simultaneous walk-in at any of their available clinics and 2 days additional on-site medical consultation upon release of APE result and, - 2 weeks APE walk-in at any available clinic of Service Provider after the last on-site service upon agreed schedule until December 2024 | - Conducted APE test/procedure - Conducted Medical Consultation after release of APE results - Service provider shall email a soft copy of the list of employee numbers subject to Billing Invoice - Hard copies of APE results - Must submit a Physical Examination report certified by the registered physician. - Submit a report of positive drug screening test | Actual number of APE conducted or 700 pax guaranteed whichever is applicable | <ul style="list-style-type: none">• Certificate of Completion• Statement of Account• Billing Invoice• Transmittal list |

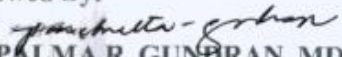
PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER.

(Page 5 of 6)

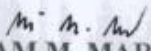
Prepared By:


ARIES JOSHUA M. ALVAREZ
Information Officer

Reviewed By:


PALMA R. GUNBRAN, MD
Head, Medical Unit

Approved By:


MIRIAM M. MARCELO
OIC Director, Human Resource Development
Service

Page 5 of 5

PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER.

(Page 6 of 6)

B. OTHER REQUIREMENTS

1. Bidder has no overdue deliveries or unperformed services intended for DENR.
2. Bidder did not participate as a consultant in the preparation of the design or technical specification of the GOODS/SERVICES subject of the bid.

BIDDER'S UNDERTAKING

I/We, the undersigned bidder, having examined the Bidding Documents including Bid Bulletins, as applicable, hereby BID to (supply/deliver/perform/comply) the above Terms of Reference

I/We undertake, if our bid is accepted, to deliver the goods/services in accordance with the terms and conditions contained in the bid documents, including the posting of the required performance security within ten (10) calendar days from receipt of the Notice of Award.

Until a formal contract/order confirmation is prepared and signed, this Bid is binding on us.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date

PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER.

(Page 1 of 1)

Section VII-Revised Technical Specifications

Instruction to Bidders: **Please fill up the form accordingly and sign the Bidder's Undertaking. Failure to conform will result in a rating of "FAILED".**

| Technical Requirements | *Bidder's Statement of Compliance |
|--|-----------------------------------|
| PROCUREMENT OF SERVICES FOR THE CONDUCT OF ANNUAL PHYSICAL EXAMINATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO) PER TERMS OF REFERENCE AS OF 4 SEPTEMBER 2024 | |

I hereby certify to comply with the above Technical Specifications.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date

**Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB a(ii) and/or GCC Clause (iii)*

DENR BIDS AND AWARDS COMMITTEE
REVISED CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

Project: PROCUREMENT OF SERVICES FOR THE CONDUCT OF ANNUAL PHYSICAL EXAMINATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)

Bid Ref. No. DENR-CO-2024-050

APPROVED BUDGET FOR THE CONTRACT: ₱1,400,000.00

ENVELOPE 1: TECHNICAL COMPONENT

CLASS "A" DOCUMENTS

A. LEGAL DOCUMENTS

- (a) Valid and current **Certificate of PhilGEPS Registration (Platinum Membership)** (all pages) *in accordance with Section 8.5.2 of the IRR* (pursuant to GPPB Resolution No. 15-2021, dated 14 October 2021);

B. TECHNICAL DOCUMENTS

- (b) Statement 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 (per **Annex I**);

- (c) Statement of the Bidder's Single Largest Completed Contract (SLCC) of similar nature within the last five (5) years from date of submission and receipt of bids equivalent to at least fifty (50%) of the total ABC (per **Annex I-A**)

Similar in Nature shall mean "Physical Examination"

Any of the following documents must be submitted/attached corresponding to listed completed largest contracts per Annex I-A:

- i) Copy of End User's Acceptance; or
- ii) Copy of Official Receipt/s or Sales Invoice or Collection Receipt/s

- (d) Original Bid Security must be issued in favor of the **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)** (must be valid for at least 120 calendar days from the date of bid opening); any one of the following forms:

| Project ABC (₱) | Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (₱) | Bid Security: Surety Bond (5%) (₱) | Original Bid Securing Declaration |
|--------------------|--|--|--------------------------------------|
| 1,400,000.00 | 28,000.00 | 70,000.00 | No required Amount |

1. Bid Securing Declaration per **Annex II**;
2. The Cashier's/Manager's Check shall be issued by a Local, Universal or Commercial Bank
3. The Bank Draft/Guarantee or Irrevocable Letter of Credit shall be issued by a Local Universal or Commercial Bank; or
4. Should bidder opt to submit a Surety Bond as Bid Security, the surety bond must be callable on demand and must be issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such bond. Together with the surety bond, a certification from Insurance Commission must be submitted by the bidder which must state that the surety or insurance company is specifically authorized to issue surety bonds.
5. For submission of Bank Draft/Guarantee or Irrevocable Letter of Credit or Surety Bond, the following must be stated/specified in the Bid Security pursuant to Section III, ITB Clause 18.5, to wit:

| | |
|--------------------------|---|
| <input type="checkbox"/> | <p><i>The following are the grounds for forfeiture of Bid Security</i></p> <ul style="list-style-type: none"> ▪ IF A BIDDER: <ul style="list-style-type: none"> a) Withdraws its bid during the period of bid validity. b) Does not accept the correction of errors pursuant to Section 32.2.1 of the IRR of RA 9184. c) Fails to submit the Post Qualification requirements within the prescribed period or a finding against their veracity thereof. d) Submission of eligibility requirements containing false information or falsified documents. e) Submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding. f) Allowing the use of one's name, or using the name of another for purposes of public bidding. g) Withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid. h) Refusal or failure to post the required performance security within the prescribed time. i) Refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification. j) Any documented unsolicited attempt by a bidder to unduly influence the outcome of the bidding in his favor. k) Failure of the potential joint venture partners to enter into the joint venture after the bid is declared as successful. l) All other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons. ▪ IF THE SUCCESSFUL BIDDER: <ul style="list-style-type: none"> a) fails to sign the contract in accordance with Section 40 of the Revised IRR of RA 9184; or b) fails to furnish performance security in accordance with Section 40 of the Revised IRR of RA 9184. |
| <input type="checkbox"/> | <p>(e) Conformity with Section VI. Revised Schedule of Requirements (Terms of Reference as of 4 September 2024) and Section VII. Revised Technical Specifications, as enumerated and specified in the Bidding Documents.</p> |
| <input type="checkbox"/> | <p>(f) Original duly signed Omnibus Sworn Statement in accordance with Section 25.3 of the IRR of RA 9184 and using the prescribed form attached as Annex III with attached <u>Proof of Authority of the bidder's authorized representative/s</u>:</p> <ul style="list-style-type: none"> i. FOR SOLE PROPRIETORSHIP (IF OWNER OPTS TO APPOINT A REPRESENTATIVE): Notarized Special Power of Attorney. ii. FOR CORPORATIONS, COOPERATIVE OR THE MEMBERS OF THE JOINT VENTURE: Notarized Secretary's Certificate evidencing the authority of the designated representative/s. <p>Note: <i>Should there be more than one (1) appointed authorized representatives, use the word <u>"any of the following"</u> or <u>"OR"</u>, otherwise, all authorized representatives must sign/initial the bid submission.</i></p> <p>IN THE CASE OF UNINCORPORATED JOINT VENTURE: Each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.</p> |

C. FINANCIAL DOCUMENTS

- (g) Net Financial Contracting Capacity (NFCC) computation, in accordance with ITB Clause 5.5, (per **Annex IV**).

The NFCC computation must at least be equal to the ABC of this project. The detailed computation using the required formula must be provided.

OR

Original copy of Committed Line of Credit (CLC) per **Annex IV-A** issued by a Local Universal or Local Commercial Bank at least equal to ten percent (10%) of the ABC of this project.

In case of Joint Venture, the partner responsible to submit the NFCC shall likewise submit the Statement of all its ongoing contracts and the Latest Audited Financial Statements.

Class “B” Document: (For Joint Venture)

- If applicable, For Joint Ventures, Bidder to submit either:**
 - (i) Copy of the JOINT VENTURE AGREEMENT (JVA) in case the joint venture is already in existence, or
 - (ii) Copy of Protocol/Undertaking of Agreement to Enter into Joint Venture (**Annex V**) signed by 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 and must be in accordance with Section 23.1 (b) of the IRR

In case the joint venture is not yet in existence, the submission of a valid JVA shall be within ten (10) calendar days from receipt by the bidder of the notice from the BAC that the bidder is the Lowest Calculated and Responsive Bid [Sec 37.1.4 (a) (i)]
- (h) **The JVA or the Protocol/Undertaking of Agreement to Enter into Joint Venture (per Annex V) must include/specify the company/partner and the name of the office designated as authorized representative of the Joint Venture.**

ENVELOPE 2: FINANCIAL COMPONENT

- (a) Completed and signed Financial Bid Form. Bidder must use, accomplish and submit Bid Form (**Annex VI**); **and**
- (b) Original of duly signed and accomplished Price Schedule(s) (**Annex VI-A or VI-B**).
- The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.