REPUBLIC OF THE PHILIPPINES
Department of Health
NATIONAL CENTER FOR MENTAL HEALTH
Nueve de Febrero Street, Mandaluyong City, Philippines
BIDS AND AWARDS COMMITTEE
Telephone No. 531-9001 loc. 242 Telefax No. 5318318 E-mail: bacncmh@yahoo.com Website: www.ncmh.gov.ph

BID DOCUMENTS RECEIVING FORM

_____
Category

Please check the box(es):

- ☐ Checklist for Bidders
- ☐ Invitation to Bid
- ☐ Instructions to Bidders
- ☐ Bid Data Sheet
- ☐ General Conditions of the Contract
- ☐ Special Conditions of the Contract
- ☐ Schedule of Requirements
- ☐ Technical Specifications
- ☐ List of Items / Terms of Reference
- ☐ Bid Form
- ☐ Price Schedule Form
- ☐ List of all ongoing Government and Private Contracts including contracts awarded but not yet started
- ☐ Statement of Single Largest Completed Contract which is similar in nature for the past two years
- ☐ Omnibus Sworn Statement (Affidavit)
- ☐ Bid Securing Declaration (As an additional Form of Bid Security, at the option of the prospective bidders)
- ☐ Bid Bulletin

I HEREBY CERTIFY THAT I HAVE RECEIVED ALL THE DOCUMENTS / FORMS STATED ABOVE.

_____
Name of Company/Bidder

_____
Signature Above Printed Name
of Authorized Representative

_____
Telephone, Fax, Mobile Number

_____
Date Received

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CHECKLIST FOR BIDDERS

Project: **Public Bidding for the Supply, Delivery, Installation, Commissioning and Testing of Radiology Information SystemCY2021**

Approved Budget for the Contract (ABC):	**Php6,500,000.00**
Date/Time and Venue of Opening of Bids:	**October 12, 2021 (9:00AM)** **PAG-ASA Hall, NCMH-Compound**

Instructions:

1. A bidder must submit one (1) original during submission and opening of bids and two (2) additional copies of the original are requested to be submitted on the submission of the additional requirements for post qualification. All documents shall be current and updated. (Note: Supplier's may submit (2) additional copies during Submission and Opening of Bids)
2. The "ORIGINAL" copy of the bid form shall be typed or written in ink and shall be signed by the bidder or its duly authorized representative.
3. To facilitate the evaluation of the bids, bidders are advised to compile the documents in two (2) separate folders (i.e., one for Eligibility/Technical Documents and another for Financial Documents), properly labelled and tabbed, and following the sequence provided herein.

CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS' ENVELOPE

I. TECHNICAL COMPONENT ENVELOPE

CLASS "A" DOCUMENTS

A. LEGAL DOCUMENTS

☐ (1) **REGISTRATION CERTIFICATE FROM PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (PHILGEPS)** – Platinum Membership;**or**

☐ (2) **BUSINESS REGISTRATION CERTIFICATE** from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the BDS;**and**

☐ (3) **MAYOR'S PERMIT**(valid and current) issued by the city or municipality where the principal place of business of the prospective bidder is located; **and**

☐ (4) **TAX CLEARANCE CERTIFICATE** (valid and current)for Bidding Purposes, per Executive Order No. 398, s. 2005, as finally reviewed and approved by BIR.

B. TECHNICAL DOCUMENTS

☐ (5) Statement of **ALL ITS ON-GOING 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, using the form prescribed in Annex: Bidding Forms;**and**

☐ (6) Statement of the Bidder's **SINGLE LARGEST COMPLETED CONTRACT (SLCC)*** ***similar*** to the contract to be bid, in accordance with ITB Clause 5.4 and using the form prescribed in Annex: Bidding Forms.

NOTE: Similar project refers to "***Radiology Information System***", costing at least fifty percent (50%) of the ABC.

**All spaces should be filled up with correct information.*

(7) **BID SECURITY** in any of the following form:

☐ **(7.1) Notarized Bid Securing Declaration**, using the form prescribed in Annex: Bidding Forms; *or*

☐ (7.2) **Cash, Cashier's/Manager's Check**, issued by a Universal or Commercial **Bank (not less than 2% of the ABC)**; *or*

☐ (7.3) **Bank Draft/Guarantee or an irrevocable Letter of Credit** issued by a Universal or Commercial Bank, or by a foreign bank but shall be accompanied by a confirmation from a Universal or Commercial Bank**(not less than 2% of the ABC)**; *or*

☐ (7.4) **Surety Bond, callable upon demand** [issued by a surety or insurance company, with a certification from the Insurance Commission as authorized to issue such instrument]**(not less than 5% of the ABC)**.

☐ (8) Conformity to **TECHNICAL SPECIFICATIONS**, using the prescribed form in Section VII of the Bidding Documents and showing compliance to each item description provided for by NCMH;

☐ (9) **Notarized OMNIBUS SWORN STATEMENT** in accordance with Section 25.3 of the IRR of RA 9184, using the form prescribed in Annex: Bidding Forms.

☐ (10) **AUTHORITY OF THE SIGNATORY**, whichever is applicable:

(a) Special Power of Attorney, in case of single proprietorship.
(b) Resolution from the General Manager or President, if partnership.
(c) Board resolution with Secretary's Certificate, in case of Corporation.
(d) Resolution signed by all the joint-venture partners, in case of Joint-Venture.

FINANCIAL DOCUMENTS

☐ (11) **TheSupplier'sAUDITED FINANCIAL STATEMENTS,** showing among others the 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 date of bid submission. (CY 2020 with comparative statement CY 2020 and CY 2019).

☐ (12) Duly signed **NET FINANCIAL CONTRACTING CAPACITY (NFCC) COMPUTATION,** in accordance with ITB Clause 5.5, or a commitment from a Universal **or** Commercial Bank to extend a Credit Line in favor of the prospective bidder if awarded the contract to be bid.

CLASS "B" DOCUMENTS: IF APPLICABLE —

☐ (13) **JOINT VENTURE AGREEMENT (JVA)**, in case the joint venture is already in existence; *or*
In the absence of a JVA, **Duly Notarized Statements** (i.e., Protocol/Undertaking of Agreement) from all the potential joint venture partners should be included in the bid, stating: *That*, they will enter into and abide by the provisions of the JVA in the event that the bid is successful; and *That*, failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security (Section 23.1(b) of the 2016 Revised IRR).

NOTES:

(a) The JVA or the Protocol must specify the company/partner and the name of the office designated as the authorized representative of the joint venture.

(b) Each partner of the joint venture shall submit their respective Legal (I.A) —Eligibility Documents.

(c) The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: *Provided that*, the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and latest Audited Financial Statements.

*******IF NOT APPLICABLE INDICATE IN A SEPARATE SHEET WITH TABBING THAT JOINT VENTURE AGREEMENT IS NOT APPLICABLE*******

FINANCIAL COMPONENT ENVELOPE

☐ (1) Original of duly signed and completed **FINANCIAL BID FORM. And**

☐ (2) Original of duly signed and completed **PRICE SCHEDULE FORM.**

Note well:

1. Any missing, incomplete, or patently insufficient document in the above-mentioned checklist shall be considered "FAILED" (as per Rule IX, Sec. 30.1 of R.A. No. 9184).
2. In case of discrepancies between this checklist and the bidding documents the latter shall prevail.

The above checklist was discussed and agreed upon by the members of the NCMH Bids and Awards Committee in consultation with its Technical Working Group, including the proponent /end-user/ implementing unit.

SECTION I:

INVITATION TO BID NO. 023-2021

SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING and TESTING OF RADIOLOGY INFORMATION SYSTEM (RIS) CY2021

1. The **NATIONAL CENTER FOR MENTAL HEALTH**, through the **GAA 2021** intends to apply the sum of **Php6,500,000.00** being the ABC to payments under the contract for the following categories. Bids received in excess of the ABC shall be automatically rejected at the bid opening.

CATEGORY	APPROVED BUDGET FOR THE CONTRACT (ABC)
Public Bidding for the Supply, Delivery, Installation, Commissioning and Testing ofRadiology Information System (RIS) CY2021	**Php 6,500,000.00**

2. The **NATIONAL CENTER FOR MENTAL HEALTH** now invites bids for the above Procurement Project. Delivery of the Goods is required by **(SEE SCHEDULE OF REQUIREMENTS)**. Bidders should have completed, within **(SEE SCHEDULE OF REQUIREMENTS)** 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 non-discretionary *"pass/fail"* criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

   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 **Procurement Section of the National Center for Mental Health** and inspect the Bidding Documents at the address given below from **8:00am to 5:00pm (Mondays to Fridays, except holidays).**

5. A complete set of Bidding Documents may be acquired by interested Bidders on September 23 – October 11, 2021 **(Monday to Friday, 8:00AM – 4:00PM)** from the given address and website(s) below, and upon submission of **LETTER OF INTENT** and payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of:

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
500,000.00 and below	500.00
More than 500,000.00 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00

6. The **National Center for Mental Health** will hold a **Pre-Bid Conference** on September 30, 2021, 9:00 AM (Thursday) at PAG-ASA HALL**of National Center for Mental Health**, which shall be open to prospective Bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office indicated below. 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 October 12, 2021 (Tuesday), 9:00AM at the PAG-ASA HALL **of the National Center for Mental Health**. Bids will be opened in the presence of bidders' representatives who choose to attend the activity.

10. Not applicable

11. The **National Center for Mental Health** reserves the right to reject any and all bids, declare failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 and the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

    JERRY C. RODRIGUEZ, MGM-ESP
    Head, NCMH BAC Secretariat / Procurement Section
    Nueve de Febrero St. Brgy. Mauway, Mandaluyong City
    Tel: 0285319001 loc 239, 240, 242
    Telefax: 0285318318
    Email: bacncmh@yahoo.com
    www.ncmh.gov.ph

13. You may visit the following websites:

    www.philgeps.gov.ph (PhilGEPS website using suppliers/bidders account)
    https://ncmh.gov.ph (National Center for Mental Health Official Website)

September 23, 2021
Date of Issue

ALDEN C. CUYOS, MD, FPPA, IFAPA, MMHoA
Chairperson, NCMH-BAC for Equipmentand
Infrastructure Projects CY2021

SECTION II:
INSTRUCTION TO BIDDERS

1. Scope of Bid

The Procuring Entity, **NATIONAL CENTER FOR MENTAL HEALTH,** wishes to receive Bids for the **SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING, and TESTING OF RADIOLOGY INFORMATION SYSTEM (RIS)CY2021**

The Procurement Project (referred to herein as "Project") is composed of:

CATEGORY	PROPOSED BUDGET FOR THE CONTRACT (ABC)
Public Bidding for the Supply, Delivery, Installation, Commissioning and Testing ofRadiology Information System (RIS) CY2021	**Php6,500,000.00**

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 GAA CY2021 in the amount of **Php6,500,000.00**

2.2 The source of funding is:

a. NGA, the National Expenditure Program.

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.

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

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

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

6 Origin of Goods

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

7 Subcontracts

- Subcontracting is not allowed

8 Pre-Bid Conference

The Procuring Entity will hold a **Pre-Bid Conference** for this Project on September 30, 2021, 9:00 AM (Thursday) at PAG-ASA HALL **of the National Center for Mental Health** 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 request 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

7.1 The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents).**

7.2 The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within**two (2) years**prior to the deadline for the submission and receipt of bids.

7.3 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

8.1 The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents).**

8.2 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.

8.3 Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

8.4 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

8.5 *Not applicable*

12 Bid Prices

12.3 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 prices, 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).**

12.4 *Not applicable*

13 Bid and Payment Currencies

13.3 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.

13.4 Payment of the contract price shall be made in:

a. Philippine Pesos.

14 Bid Security

11.1 The Bidder shall submit a Bid Securing Declaration[2] or any form of Bid Security in the amount indicated in the **BDS**, which shall not be less than the percentage of the ABC in accordance with the schedule in the **BDS.**

11.2 The Bid and bid security shall be valid until **[120 calendars from the date of Submission and Opening of Bids].**Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

11.3 *Not applicable*

15 Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus automatically disqualified.

16 Deadline for Submission of Bids

13.1 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.**

13. 2 *Not applicable*

17 Opening and Preliminary Examination of Bids

17.3 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**.TheBidders' 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.

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

18 Domestic Preference

18.3 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.

18.4 *Not applicable*

19 Detailed Evaluation and Comparison of Bids

19.3 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.

19.4 Not applicable

19.5 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.

19.6 The Project shall be awarded as follows:

Option 2 – One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

Option 3 – One Project having several items, which shall be awarded as separate contracts per item.

19.7 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 of 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 of items participated in by the prospective Bidder.

20 Post-Qualification

20.3 Not Applicable

20.4 Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that is 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 from part of the Contract. Additional Contract documents are indicated in the **BDS.**

REPUBLIC OF THE PHILIPPINES
Department of Health
NATIONAL CENTER FOR MENTAL HEALTH
Nueve de Febrero Street, Mandaluyong City, Philippines
BIDS AND AWARDS COMMITTEE
Telephone No. 531-9001 loc. 242 Telefax No. 5318318 E-mail: bac@ncmh.gov.ph Website: www.ncmh.gov.ph

SECTION III:
BID DATA SHEET

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: **a. Supply, Delivery, Installation, Commissioning and Testingof Radiology Information System CY2021** b. Completed within ***two (2) years***prior to the deadline for the submission and receipt of bids.
7.1	Subcontracts is not allowed
12	The Price of the Goods shall be quoted in Philippine Peso.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: a. The amount is not less than two percent (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount is not less than five percent (5%) of ABC, if bid security in is Surety Bond.
19.3	**Public Bidding forSupply, Delivery, Installation, Commissioning and Testingof Radiology Information System CY2021** *Please see List of Items for complete lists, quantity and ABC*
20.2	Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that is submitted the Lowest Calculated Bid, the Bidder shall submit its a. Current and Valid Tax Clearance b. Latest Annual Income Tax Return (with corresponding eFPS Filing Reference Number and successful payment page or its equivalent proof of payment, if applicable) c. Certificate of Philgeps Registration (Platinum Membership) d. Current and Valid Mayor's Permit
21.2	Additional contract documents relevant to the Project that is required by the Procuring Entity: a. **Notice of Award or Notice to Proceed or Contract** issued by the owners, as attachment for the Statement of the prospective bidder of **All its On Going Government and Private Contracts** b. **Notice of Award or Contract** issued by the owners, as attachment for the Single Largest Completed Contract (SLCC) c. Current and Valid **Certificate of Distributorship**, **if applicable** d. Notarized **Letter of Assurance** from the Bidder on the Availability of Stocks e. **Certificate Good Performance** [For current service provider, it shall be issued by the **Head of Procuring Entity / Medical Center Chief II** of NCMH, for the current year. For non-current service provider, certificate issued from other Hospitals or agencies are acceptable (**as least SATISFACTORY RATING**)].

The Eligibility Documents and Technical Proposal combined in one folder and the Financial Proposal in separate Folder (**WHITE FOLDER**). Each folder with **fastener/shoelace on top, with Table of Contents and Tabs (properly labeled according to the checklist for bidders issued).**

MARKING FOR ELIGIBILITY/TECHNICAL PROPOSALS / FINANCIAL PROPOSALS

"Original Copy"

Indicate here "Original Copy of Eligibility Documents & Technical Proposal, and Financial Proposal

NATIONALCENTER FOR MENTAL HEALTH
Nueve De Febrero St., MandaluyongCity

PROCURING ENTITY'S NAME & ADDRESS

PUBLIC BIDDING
FOR (CATEGORY) CY 2021

PUBLIC BIDDING CATEGORY & CALENDAR YEAR

ELIGIBILITY DOCUMENTS

TECHNICAL PROPOSAL
/
FINANCIAL PROPOSAL

BID PROPOSAL NAME

DELA CRUZ COMPANY
143 Pag-ibig St., Quezon City
Tel: / Fax:

NAME, ADDRESS, & CONTACT NOS. (TELEPHONE & FACSIMILE) OF THE BIDDERS

NOTE: Color of Folder is **WHITE**

Note: All tabbing shall be in words / title based on the Checklist.

The Eligibility Documents & Technical Proposals shall be placed in one envelope and the Financial Proposal also placed in another envelope **(WHITE)**. All envelopes shall have the following markings:

NAME OF ENCLOSED BID PROPOSAL

NAME OF THE PROCURING ENTITY'S BAC, PROCURING ENTITY'S NAME & ADDRESS

ELIGIBILITY ENVELOPE & TECHNICAL PROPOSAL /FINANCIAL PROPOSAL

NCMH-BAC FOR *CATEGORY*
NATIONALCENTER FOR MENTAL HEALTH
Nueve de Fabrero St., MandaluyongCity

PUBLIC BIDDING FOR CATEGORY CY 2021

PUBLIC BIDDING CATEGORY & CALENDARYEAR

MARKINGS FOR ENVELOPES

DELA CRUZ COMPANY
143 Pag-Ibig St., Quezon City
Tel:_____ / Fax:_____

DO NOT OPEN BEFORE:_____/__:___

NAME, ADDRESS & CONTACT NUMBERS (Telephone & Facsimile) OF THE BIDDER, "DO NOT OPEN' LABEL WITH THE DATE & TIME OF THE SUBMISSION & OPENING OF BIDS

SECTION IV:
GENERAL CONDITIONS OF THE CONTRACT

1. Scope of Work

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 the 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 if 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.**

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 if the Contract by both parties, the successful Bidder shall furnish the performance security in an of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

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 specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

5. Warranty

6.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

6.2 The Procuring Entity shall promptly notify the Supplier in writing if any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods of 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.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

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SECTION V:

SPECIAL CONDITIONS OF CONTRACT

GCC Clause	
1	**Delivery and Documents –** For purposes of the Contract, "EXW," "FOB," "FCA," "CIF," "CIP," "DDP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms if this Contract shall be as follows: "The delivery terms applicable to this Contract are delivered to ***Radiology Sectionof the National Center for Mental Health***. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination." Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements). For purposes of this Clause the Procuring Entity's Representative at the Project Site are as follows: **a.** Document Management and Archiving System Network Scanner **- Mr. Albert King M. Garcia–Radiology Section** **- Mr. Erik T. Mailig – Radiology Section** **- Mr. Rommel Rodriguez - IHOMP** The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: a. Performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. Furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. Performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and e. Training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

Spare Parts –

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

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

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

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

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts of components for the Goods for a period of *[indicate here the time period specified. If not used indicate a time period of three times the warranty period].*

Spare parts of components shall be supplied as promptly as possible, but in any case, within **seven (7) calendar days** of placing the order.

Packaging –

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

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

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

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

	Transportation – Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price. Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price. Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippines registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine Registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure. The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination. **Intellectual Property Rights –** The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.
2.2	Not applicable
4	The inspections and tests that will be conducted are: *[indicate the applicable inspections and test]*

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Section VI
Schedule of Requirements

ITB No. 023-2021

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

ITEM NO.	DESCRIPTION	QTY	TOTAL	Delivered, Weeks/Months
RE21-01	**Radiology Information System with Picture Archiving and Communication System (RIS with PACS)** ***General Considerations:*** 1. All equipment and components should be original, branded (not clone or assembled), up-to-date, and brand new. 2. The supplier shall supply, deliver, install and commission a DICOM 3.0 compliant and integrated radiology information system (RIS) and picture archiving and communication system (PACS) to the Hospital information System. 3. Implement PACS/RIS that is in web-based platform. 4. Configure PACS/RIS based on hospital operating procedures of NCMH radiology section. 5. Implement a PACS/RIS that is operational even if maintenance agreement is not renewed. 6. Supplier shall provide all the necessary equipment, modules, devices, licenses and subscriptions needed in implementing, commissioning and deploying the PACS/RIS. 7. The supplier shall transfer the patient data and images using the new PACS from the existing archiving system used by the hospital without interrupting the operation of the radiology department. 8. The supplier shall provide the required non-expiring license for the RIS / PACS software that will allow access information byunlimited users (Radiologist and clinical viewers per pavillion) 9. The supplier shall provide a lifetime modality worklist license to the existing medical imaging machines that will be connected to the PACS. 10. The supplier shall be an authorized distributor of the PACS / RIS. 11. The supplier or principal shall provide certification from at least two (2) DOH or private Medical Centers of similar PACS / RIS installation that is fully integrated with theHospital Information System.At	1 unit	6,500,000.00	Thirty (30) to Sixty (60) calendar days

ITEM NO.	DESCRIPTION	QTY	TOTAL	Delivered, Weeks/Months
	least one (1) is using an (1) iHOMIS system and another equivalent system 12. The PACS shall be able to store / archive and distribute images and text data from the existing radiographic equipment and be able to accommodate additional compatible imaging modalities in the future. 13. The system must support for any DICOM modality 14. The system design accepts the DICOM modalities send in the images directly without any gateways. 15. Unlimited number of modality connections and must include X-ray, ultrasound, C-arm / fluoroscopy, CT scan and MRI. 16. Includes licenses for windows OS or Linux, MSSQL database, and anti-virus that can be integrated to the centralized endpoint security. 17. The system must allow viewing images and reports through access control management to other remote pavilions and/or offices. 18. The PAC-RIS must be capable of off-site remote access by end user via application or latest version of web browser. 19. The system must be capable of burning patient studies in a CD / DVD. 20. The system must support for 64-bit platform and there must be at least 64-bit support for workstations and servers. 21. The system must be HL7 compliant. 22. The database should be backed up (e.g. twice a day). During back up procedure, the database performance should not be affected, or it does not take the database out of service. 23. Hard drives or magnetic disks used for storage must be configured as a redundant array of independent disk (RAID). 24. The deletion of data and images shall be controlled by a single system administrator (radiology staff). 25. The system shall make exams available for retrieval by workstations by not more 10 seconds of their receipt in the storage system within institution. 26. The storage system shall remain operational in the event of the failure of a single disk. 27. The storage system shall provide means for notifying administrator in the event of a failure in the storage system. 28. The system must allow viewing of images that are not stored in the PACS archive like images stored in CD or DVD. 29. The images displayed in the workstation can be DICOM JPEG lossless format and is capable of displaying DICOM images when necessary and requested by physicians from clinical departments. Software: ***worklist queries and reports / RIS feature*** 30. Simple worklist functions and single method of opening imageand reporting. Preferably with software for voice transcription.			

ITEM NO.	DESCRIPTION	QTY	TOTAL	Delivered, Weeks/Months
	31. English user interface. 32. The following information should be displayed: a. Patient name (last name, first name) b. Patient id information c. Patient address d. Modality e. Exam status f. Date and time of examination 33. Performance management reports: a. Daily, weekly and monthly census per modality, per department or per procedure b. Daily, weekly and monthly census of study type c. Radiologic technologist's productivity d. Radiologist's reading census e. Other customized reports needed (e.g. top 10 exam requested) 34. Reports can be monitored, balanced, and reassigned by the administrators. 35. System must be free from duplication of reports. It must provide alert to another radiologist and not allow him / her to compose the report 36. RIS system must be able to notify a one radiologist when it opens an unread exam which is already open by another radiologist. 37. RIS system must be able to schedule the patient immediately without prior reservation in case of emergency patient or VIP patient. 38. RIS system must be able to register new patient into the system in case emergency patient not register from his and able to merge data after patient finished register from HIS. 39. All pavilions must be able to send request for X-ray, Ultrasound, CT scan and MRI and receive results remotely via the hospital information system / RIS. ***Image Manipulation and Display Functions:*** 40. Tools for the manipulation of the displayed image should be present or provided in the software of the PACS workstation. 41. Various Tools must be provided by the PACS workstation software: a. Window width / level b. Magnifying tool c. Pan / zoom d. Toggle overlay e. Flip / rotate f. Invert g. Annotations h. Line, elliptical, angle tool i. Measurement tools (such as Hounsfield measurement tool j. Tools to view multi-slice examinations (such as MPR and 3D volume rendering) k. Other image manipulation tool l. Supports multiple DICOM modalities: CT, MRI, Angiography, Cardiac Catheterization,			

ITEM NO.	DESCRIPTION	QTY	TOTAL	Delivered, Weeks/Months
	PET, X-ray, US (Dynamic, color), RF, ES, PDF reports and etc. m. Support multiple images display simultaneously n. Support for stacking and tiling to display series of images or video. 42. DICOM images can be sent to any other workstation connected to the PACS network 43. DICOM print should be available 44. Restriction mechanism should be available for patient's right to confidentiality 45. Dosimetry tools (such as exposure index, MPV, DAP, kVp, mAs, etc.) ***Hardware Requirements:*** 46. The supplier must provide a new web server with the following specifications: a. Processor: Two(2) x Intel Xeon Silver | 8 cores or higher b. RAM: 32GB (2x16 GB RDIMM) of DDR4 memory c. A. Operating system Storage: 2 TB storage usable RAID 1 configuration. B. Image storage: 32TB and 26 TB usable, RAID 5 configuration. d. Operating System: (Licensed Windows 2019 or Linux). e. With redundant cooling fans. f. With redundant/dual power supply (Hot Pluggable). g. Can be rack mountable. h. Must supply and deliver all required cables, connectors and other peripherals needed. i. Warranty period: Three (3) years warranty. 47. At least 2 units of computer sets for RIS end-users. 48. Two All-in-One printer with ink tank system. 49. Convert the existing server as a mirror back-up server or provide a new back-up server with equivalent or higher specification to the existing server. 50. Five (5) video cards compatible to PACS-RIS System for the five (5)existing diagnostic workstation units. ***Security of the System:*** 51. There should be a software-based security for the whole system. 52. All accounts in the system must be protected with passwords. 53. The supplier shall coordinate with radiology staff and IT personnel regarding the security codes of the system. 54. The supplier shall advise the authorized representative of the hospital and end-user of the appropriate hardware security of the system 55. Patients data should be protected in accordance the Data Privacy Act. 56. Unauthorized access of data should be recorded and the administer should be alerted. **Training Requirements:** 57. The supplier's technical personnel shall provide			

ITEM NO.	DESCRIPTION	QTY	TOTAL	Delivered, Weeks/Months
	complete and detailed training for end-users (radiology staff and IT staff) regarding operation of the PACS/RIS including its components and equipment to ensure the smooth and efficient operation of the PACS. ***Other Terms and Conditions:*** 58. All expenses for the transportation to site, delivery, installation and testing expenses on site (hospital) shall be upon the winning bidder. 59. Application support may be continuous throughout the contract period, whenever needed. 60. The supplier must coordinate with hospital IT Department for the integration of its PACS / RIS with the hospital's HIS. 61. Upon delivery, the supplier shall submit the user's operational manual and other standard manual incorporated in the PACS / RIS system. 62. All other items not labeled on the specification but are deemed necessary for the completion of the project shall be upon the supplier. 63. Full payment shall be made after all implementation and acceptance of PACS-RIS. ***After Sales Support:*** 64. The supplier shall provide Certification of After-sales services availability after end of warranty. 65. At least 1 year warranty on software and parts and 3 years' service warranty with quarterly preventive maintenance including parts, system update and upgrade. 66. Upon expiration of 3 year warranty,the cost of preventive maintenance services including system upgrade, and update shall not exceed 20% contract price. 67. The supplier must submit a quotation for a Preventive Maintenance Service (PMS) after a warranty period. 68. A 24/7 remote system monitoring and support by providing technical advice to authorized users in case of emergency service calls.			

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SECTION VII
Technical Specifications

ITB No. 023-2021

INSTRUCTION: 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 Clause 3.1(a) (ii) and/or GCC Clause 2.1(a)(ii).

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE
RE21-01	**Radiology Information System with Picture Archiving and Communication System** **(RIS with PACS)**	
	General Considerations:	
	1. All equipment and components should be original, branded (not clone or assembled), up-to-date, and brand new.	
	2. The supplier shall supply, deliver, install and commission a DICOM 3.0 compliant and integrated radiology information system (RIS) and picture archiving and communication system (PACS) to the Hospital information System.	
	3. Implement PACS/RIS that is in web-based platform.	
	4. Configure PACS/RIS based on hospital operating procedures of NCMH radiology section.	
	5. Implement a PACS/RIS that is operational even if maintenance agreement is not renewed.	
	6. Supplier shall provide all the necessary equipment, modules, devices, licenses and subscriptions needed in implementing, commissioning and deploying the PACS/RIS.	
	7. The supplier shall transfer the patient data and images using the new PACS from the existing archiving system used by the hospital without interrupting the operation of the radiology department.	
	8. The supplier shall provide the required non-expiring license for the RIS / PACS software that will allow access information byunlimited users (Radiologist and clinical viewers per pavillion)	
	9. The supplier shall provide a lifetime modality worklist license to the existing medical imaging machines that will be connected to the PACS.	
	10. The supplier shall be an authorized distributor of the PACS / RIS.	
	11. The supplier or principal shall provide certification from at least two	

	(2) DOH or private Medical Centers of similar PACS / RIS installation that is fully integrated with the Hospital Information System. At least one (1) is using an (1) iHOMIS system and another equivalent system	
	12. The PACS shall be able to store / archive and distribute images and text data from the existing radiographic equipment and be able to accommodate additional compatible imaging modalities in the future.	
	13. The system must support for any DICOM modality	
	14. The system design accepts the DICOM modalities send in the images directly without any gateways.	
	15. Unlimited number of modality connections and must include X-ray, ultrasound, C-arm / fluoroscopy, CT scan and MRI.	
	16. Includes licenses for windows OS or Linux, MSSQL database, and anti-virus that can be integrated to the centralized endpoint security.	
	17. The system must allow viewing images and reports through access control management to other remote pavilions and/or offices.	
	18. The PAC-RIS must be capable of off-site remote access by end user via application or latest version of web browser.	
	19. The system must be capable of burning patient studies in a CD / DVD.	
	20. The system must support for 64-bit platform and there must be at least 64-bit support for workstations and servers.	
	21. The system must be HL7 compliant.	
	22. The database should be backed up (e.g. twice a day). During back up procedure, the database performance should not be affected, or it does not take the database out of service.	
	23. Hard drives or magnetic disks used for storage must be configured as a redundant array of independent disk (RAID).	
	24. The deletion of data and images shall be controlled by a single system administrator (radiology staff).	
	25. The system shall make exams available for retrieval by workstations by not more 10 seconds of their receipt in the storage system within institution.	
	26. The storage system shall remain operational in the event of the failure of a single disk.	
	27. The storage system shall provide means for notifying administrator in the event of a failure in the storage system.	
	28. The system must allow viewing of images that are not stored in the PACS archive like images stored in CD or DVD.	
	29. The images displayed in the workstation can be DICOM JPEG lossless format and is capable of displaying DICOM images when necessary and requested by physicians from clinical departments.	
	Software: ***worklist queries and reports / RIS feature***	
	30. Simple worklist functions and single method of opening image and reporting. Preferably with software for voice transcription.	
	31. English user interface.	
	32. The following information should be displayed:	
	a. Patient name (last name, first name)	
	b. Patient id information	
	c. Patient address	
	d. Modality	
	e. Exam status	
	f. Date and time of examination	
	33. Performance management reports:	
	a. Daily, weekly and monthly census per modality, per	

	department or per procedure	
	b. Daily, weekly and monthly census of study type	
	c. Radiologic technologist's productivity	
	d. Radiologist's reading census	
	e. Other customized reports needed (e.g. top 10 exam requested)	
	34. Reports can be monitored, balanced, and reassigned by the administrators.	
	35. System must be free from duplication of reports. It must provide alert to another radiologist and not allow him / her to compose the report	
	36. RIS system must be able to notify a one radiologist when it opens an unread exam which is already open by another radiologist.	
	37. RIS system must be able to schedule the patient immediately without prior reservation in case of emergency patient or VIP patient.	
	38. RIS system must be able to register new patient into the system in case emergency patient not register from his and able to merge data after patient finished register from HIS.	
	39. All pavilions must be able to send request for X-ray, Ultrasound, CT scan and MRI and receive results remotely via the hospital information system / RIS.	
	Image Manipulation and Display Functions:	
	40. Tools for the manipulation of the displayed image should be present or provided in the software of the PACS workstation.	
	41. Various Tools must be provided by the PACS workstation software:	
	a. Window width / level	
	b. Magnifying tool	
	c. Pan / zoom	
	d. Toggle overlay	
	e. Flip / rotate	
	f. Invert	
	g. Annotations	
	h. Line, elliptical, angle tool	
	i. Measurement tools (such as Hounsfield measurement tool	
	j. Tools to view multi-slice examinations (such as MPR and 3D volume rendering)	
	k. Other image manipulation tool	
	l. Supports multiple DICOM modalities: CT, MRI, Angiography, Cardiac Catheterization, PET, X-ray, US (Dynamic, color), RF, ES, PDF reports and etc.	
	m. Support multiple images display simultaneously	
	n. Support for stacking and tiling to display series of images or video.	
	42. DICOM images can be sent to any other workstation connected to the PACS network	
	43. DICOM print should be available	
	44. Restriction mechanism should be available for patient's right to confidentiality	
	45. Dosimetry tools (such as exposure index, MPV, DAP, kVp, mAs, etc.)	
	Hardware Requirements:	
	46. The supplier must provide a new web server with the following specifications:	
	a. Processor: Two(2) x Intel Xeon Silver | 8 cores or higher	
	b. RAM: 32GB (2x16 GB RDIMM) of DDR4 memory	
	c. A. Operating system Storage: 2 TB storage usable RAID 1	

	configuration.	
	B. Image storage: 32TB and 26 TB usable, RAID 5 configuration.	
	d. Operating System: (Licensed Windows 2019 or Linux).	
	e. With redundant cooling fans.	
	f. With redundant/dual power supply (Hot Pluggable).	
	g. Can be rack mountable.	
	h. Must supply and deliver all required cables, connectors and other peripherals needed.	
	i. Warranty period: Three (3) years warranty.	
	47. At least 2 units of computer sets for RIS end-users.	
	48. Two All-in-One printer with ink tank system.	
	49. Convert the existing server as a mirror back-up server or provide a new back-up server with equivalent or higher specification to the existing server.	
	50. Five (5) video cards compatible to PACS-RIS System for the five (5) existing diagnostic workstation units.	
	Security of the System	
	51. There should be a software-based security for the whole system.	
	52. All accounts in the system must be protected with passwords.	
	53. The supplier shall coordinate with radiology staff and IT personnel regarding the security codes of the system.	
	54. The supplier shall advise the authorized representative of the hospital and end-user of the appropriate hardware security of the system	
	55. Patients data should be protected in accordance the Data Privacy Act.	
	56. Unauthorized access of data should be recorded and the administer should be alerted.	
	Training Requirements:	
	57. The supplier's technical personnel shall provide complete and detailed training for end-users (radiology staff and IT staff) regarding operation of the PACS/RIS including its components and equipment to ensure the smooth and efficient operation of the PACS.	
	Other Terms and Conditions:	
	58. All expenses for the transportation to site, delivery, installation and testing expenses on site (hospital) shall be upon the winning bidder.	
	59. Application support may be continuous throughout the contract period, whenever needed.	
	60. The supplier must coordinate with hospital IT Department for the integration of its PACS / RIS with the hospital's HIS.	
	61. Upon delivery, the supplier shall submit the user's operational manual and other standard manual incorporated in the PACS / RIS system.	
	62. All other items not labeled on the specification but are deemed necessary for the completion of the project shall be upon the supplier.	
	63. Full payment shall be made after all implementation and acceptance of PACS-RIS.	
	After Sales Support:	
	64. The supplier shall provide Certification of After-sales services availability after end of warranty.	
	65. At least 1 year warranty on software and parts and 3 years' service warranty with quarterly preventive maintenance including parts, system update and upgrade.	
	66. Upon expiration of 3 year warranty, the cost of preventive maintenance services including system upgrade, and update shall not	

	exceed 20% contract price.	
	67. The supplier must submit a quotation for a Preventive Maintenance Service (PMS) after a warranty period.	
	68. A 24/7 remote system monitoring and support by providing technical advice to authorized users in case of emergency service calls.	

Conformed by:

_____

Authorized Representative's
Signature over printed name

Date: _____

LIST OF ITEMS FOR PUBLIC BIDDING CY2021
SUPPLY, DELIVERY, INSTALLATION, TESTING and COMMISSIONING
FOR RADIOLOGY INFORMATION SYSTEM

NO.	ITEM CODE	ITEM DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
1	REQ21-01	**Radiology Information System with Picture Archiving and Communication System (RIS with PACS)**	1	Set		6,500,000.00
		General Considerations: 1. All equipment and components should be original, branded (not clone or assembled), up-to-date, and brand new. 2. The supplier shall supply, deliver, install and commission a DICOM 3.0 compliant and integrated radiology information system (RIS) and picture archiving and communication system (PACS) to the Hospital information System. 3. Implement PACS/RIS that is in web-based platform. 4. Configure PACS/RIS based on hospital operating procedures of NCMH radiology section. 5. Implement a PACS/RIS that is operational even if maintenance agreement is not renewed. 6. Supplier shall provide all the necessary equipment, modules, devices, licenses and subscriptions needed in implementing, commissioning and deploying the PACS/RIS. 7. The supplier shall transfer the patient data and images using the new PACS from the existing archiving system used by the hospital without interrupting the operation of the radiology department. 8. The supplier shall provide the required non-expiring license for the RIS / PACS software that will allow access information byunlimited users (Radiologist and clinical viewers per pavillion) 9. The supplier shall provide a lifetime modality worklist license to the existing				

		medical imaging machines that will be connected to the PACS. 10. The supplier shall be an authorized distributor of the PACS / RIS. 11. The supplier or principal shall provide certification from at least two (2) DOH or private Medical Centers of similar PACS / RIS installation that is fully integrated with theHospital Information System.At least one (1) is using an (1) iHOMIS system and another equivalent system 12. The PACS shall be able to store / archive and distribute images and text data from the existing radiographic equipment and be able to accommodate additional compatible imaging modalities in the future. 13. The system must support for any DICOM modality 14. The system design accepts the DICOM modalities send in the images directly without any gateways. 15. Unlimited number of modality connections and must include X-ray, ultrasound, C-arm / fluoroscopy, CT scan and MRI. 16. Includes licenses for windows OS or Linux, MSSQL database, and anti-virus that can be integrated to the centralized endpoint security. 17. The system must allow viewing images and reports through access control management to other remote pavilions and/or offices. 18. The PAC-RIS must be capable of off-site remote access by end user via application or latest version of web browser. 19. The system must be capable of burning patient studies in a CD / DVD. 20. The system must support for 64-bit platform and there must be at least 64-bit support for workstations and servers. 21. The system must be HL7 compliant. 22. The database should be backed up (e.g. twice a day). During back up procedure, the database performance should not be affected, or it does not take the database				

		out of service. 23. Hard drives or magnetic disks used for storage must be configured as a redundant array of independent disk (RAID). 24. The deletion of data and images shall be controlled by a single system administrator (radiology staff). 25. The system shall make exams available for retrieval by workstations by not more 10 seconds of their receipt in the storage system within institution. 26. The storage system shall remain operational in the event of the failure of a single disk. 27. The storage system shall provide means for notifying administrator in the event of a failure in the storage system. *28.* The system must allow viewing of images that are not stored in the PACS archive like images stored in CD or DVD. 29. The images displayed in the workstation can be DICOM JPEG lossless format and is capable of displaying DICOM images when necessary and requested by physicians from clinical departments. Software: ***worklist queries and reports / RIS feature*** 30. Simple worklist functions and single method of opening imageand reporting. Preferably with software for voice transcription. 31. English user interface. 32. The following information should be displayed: a. Patient name (last name, first name) b. Patient id information c. Patient address d. Modality e. Exam status f. Date and time of examination 33. Performance management reports: a. Daily, weekly and monthly census per modality, per department or per procedure b. Daily, weekly and monthly census of study type				

		c. Radiologic technologist's productivity d. Radiologist's reading census e. Other customized reports needed (e.g. top 10 exam requested) 34. Reports can be monitored, balanced, and reassigned by the administrators. 35. System must be free from duplication of reports. It must provide alert to another radiologist and not allow him / her to compose the report 36. RIS system must be able to notify a one radiologist when it opens an unread exam which is already open by another radiologist. 37. RIS system must be able to schedule the patient immediately without prior reservation in case of emergency patient or VIP patient. 38. RIS system must be able to register new patient into the system in case emergency patient not register from his and able to merge data after patient finished register from HIS. 39. All pavilions must be able to send request for X-ray, Ultrasound, CT scan and MRI and receive results remotely via the hospital information system / RIS. ***Image Manipulation and Display Functions:*** 40. Tools for the manipulation of the displayed image should be present or provided in the software of the PACS workstation. 41. Various Tools must be provided by the PACS workstation software: a. Window width / level b. Magnifying tool c. Pan / zoom d. Toggle overlay e. Flip / rotate f. Invert g. Annotations h. Line, elliptical, angle tool i. Measurement tools (such as Hounsfield measurement tool j. Tools to view multi-slice examinations (such as MPR and 3D				

		volume rendering) k. Other image manipulation tool l. Supports multiple DICOM modalities: CT, MRI, Angiography, Cardiac Catheterization, PET, X-ray, US (Dynamic, color), RF, ES, PDF reports and etc. m. Support multiple images display simultaneously n. Support for stacking and tiling to display series of images or video. 42. DICOM images can be sent to any other workstation connected to the PACS network 43. DICOM print should be available 44. Restriction mechanism should be available for patient's right to confidentiality 45. Dosimetry tools (such as exposure index, MPV, DAP, kVp, mAs, etc.) ***Hardware Requirements:*** 46. The supplier must provide a new web server with the following specifications: a. Processor: Two(2) x Intel Xeon Silver | 8 cores or higher b. RAM: 32GB (2x16 GB RDIMM) of DDR4 memory c. A. Operating system Storage: 2 TB storage usable RAID 1 configuration. B. Image storage: 32TB and 26 TB usable, RAID 5 configuration. d. Operating System: (Licensed Windows 2019 or Linux). e. With redundant cooling fans. f. With redundant/dual power supply (Hot Pluggable). g. Can be rack mountable. h. Must supply and deliver all required cables, connectors and other peripherals needed. i. Warranty period: Three (3) years warranty. 47. At least 2 units of computer sets for RIS end-users. 48. Two All-in-One printer with ink tank system. 49. Convert the existing server as a mirror back-				

		up server or provide a new back-up server with equivalent or higher specification to the existing server. 50. Five (5) video cards compatible to PACS-RIS System for the five (5)existing diagnostic workstation units. ***Security of the System:*** 51. There should be a software-based security for the whole system. 52. All accounts in the system must be protected with passwords. 53. The supplier shall coordinate with radiology staff and IT personnel regarding the security codes of the system. 54. The supplier shall advise the authorized representative of the hospital and end-user of the appropriate hardware security of the system 55. Patients data should be protected in accordance the Data Privacy Act. 56. Unauthorized access of data should be recorded and the administer should be alerted. **Training Requirements:** 57. The supplier's technical personnel shall provide complete and detailed training for end-users (radiology staff and IT staff) regarding operation of the PACS/RIS including its components and equipment to ensure the smooth and efficient operation of the PACS. ***Other Terms and Conditions:*** 58. All expenses for the transportation to site, delivery, installation and testing expenses on site (hospital) shall be upon the winning bidder. 59. Application support may be continuous throughout the contract period, whenever needed. 60. The supplier must coordinate with hospital IT Department for the integration of its PACS / RIS with the hospital's HIS. 61. Upon delivery, the supplier shall submit the user's operational manual and other standard manual incorporated in the PACS / RIS system.				

		62. All other items not labeled on the specification but are deemed necessary for the completion of the project shall be upon the supplier. 63. Full payment shall be made after all implementation and acceptance of PACS-RIS. ***After Sales Support:*** 64. The supplier shall provide Certification of After-sales services availability after end of warranty. 65. At least 1 year warranty on software and parts and 3 years' service warranty with quarterly preventive maintenance including parts, system update and upgrade. 66. Upon expiration of 3 year warranty,the cost of preventive maintenance services including system upgrade, and update shall not exceed 20% contract price. 67. The supplier must submit a quotation for a Preventive Maintenance Service (PMS) after a warranty period. 68. A 24/7 remote system monitoring and support by providing technical advice to authorized users in case of emergency service calls.				
				TOTAL		**Php 6,500,000.00**

Submitted by:

ALBERT KING GARCIA, M.Sc.
(Health Physicist II- End-User)

Noted by:

JENKIN L. GO, MD, FPCR, FUSP
(Chief, Radiology Section)

Recommending Approval:

ALDEN C. CUYOS, MD, FPPA, IFAPA, MMHoA
Chairperson, BAC for Equipment CY2021

Approved by:

NOEL V. REYES, MD, FPPA
Medical Center Chief II

Republic of the Philippines
Department of Health
National Center for Mental Health

Radiology Section

Terms of Reference

Supply, Delivery, Installation, Configuration, Commissioning and Testing of Picture Archiving and Communications Systems (PACS) with Radiology Information System (RIS)

I. Background

A **Radiology Information System (RIS)** provides solution for storing and managing data. Just like Hospital Information System (HIS), it automates data management, but is adapted specifically for radiology departments. RIS optimizes the imaging process by integrating the various functions involved in managing patient information into one comprehensive system. While RIS improves workflow and streamlines processes, system such as PACS provide storage and long-term option for the management of patient information. PACS also provides features and tools for advance manipulation. RIS and PACS therefore, act as two complementary system and are integrated in most radiology departments.

The NCMH Radiology Section intends to implement a PACS with RIS. NCMH Radiology Section currently has several modalities that need integration, namely:

1. Stationary X-ray equipment (GE Brivo)
2. Five (6) Mobile X-ray equipment (Bemens, SG Healthcare, Mindray and Siemens)
3. Ultrasound equipment (GE)
4. CT scan machine (Philips MX16)

NCMH implements iHOMIS as its hospital information system. The RIS, too, needs to be integrated with iHOMIS to interconnect patient information, doctors' orders, charges, etc. with the radiology results.

II. Objectives:

This project aims to:

1. To provide the National Center for Mental Health (NCMH) a medical imaging technology with enough storage and easy access to digital images from multiple modalities (radiology equipment) and patient records.
2. To allow NCMH for remote access, enabling clinicians in different physical locations and pavilions to review the same data simultaneously.
3. To allow NCHM radiologist and other radiology and medical personnel improve their productivity by managing and tracking the clinical workflow of patient exams.
4. To allow NCMH radiologist and physicians to manipulate the images in a way to allow better viewing and analysis for diagnosing patients.

III. Scope Of Work:

I. General Requirements

1. All equipment and components should be original, branded (not clone or assembled), up-to-date, and brand new.
2. The supplier shall supply, deliver, install and commission a DICOM 3.0 compliant and integrated radiology information system (RIS) and picture archiving and communication system (PACS) to the Hospital information System.
3. The supplier shall implement a PACS/RIS that is in web-based platform.
4. The supplier shall configure the PACS/RIS based on hospital operating procedures of NCMH radiology section.
5. The supplier shall implement a PACS/RIS that is operational even if maintenance agreement is not renewed.
6. Supplier shall provide all the necessary equipment, modules, devices, licenses and subscriptions needed in implementing, commissioning and deploying the PACS/RIS.
7. The supplier shall transfer the patient data and images using the new PACS from the existing archiving system used by the hospital without interrupting the operation of the radiology department.

8. The supplier shall provide the required non-expiring license for the RIS / PACS software that will allow access information by unlimited users (Radiologist and clinical viewers per pavilion)
9. The supplier shall provide a lifetime modality worklist license to the existing medical imaging machines that will be connected to the PACS.
10. The supplier shall be an authorized distributor of the PACS / RIS.
11. The supplier or principal shall provide certification from at least two (2) DOH or private Medical Centers of similar PACS / RIS installation that is fully integrated with the Hospital Information System. At least one (1) is using an (1) iHOMIS system and another equivalent system
12. The PACS shall be able to store / archive and distribute images and text data from the existing radiographic equipment and be able to accommodate additional compatible imaging modalities in the future.
13. The system must support for any DICOM modality
14. The system design accepts the DICOM modalities send in the images directly without any gateways.
15. The system shall have unlimited number of modality connections and must include X-ray, ultrasound, C-arm / fluoroscopy, CT scan and MRI.
16. The system includes licenses for windows OS or Linux, MS SQL database, and anti-virus that can be integrated to the centralized endpoint security.
17. The system must allow viewing images and reports through access control management to other remote pavilions and/or offices.
18. The PAC-RIS must be capable of off-site remote access by end user via application or latest version of web browser.
19. The system must be capable of burning patient studies in a CD / DVD.
20. The system must support for 64-bit platform and there must be at least 64-bit support for workstations and servers.
21. The system must be HL7 compliant.
22. The database should be backed up (e.g. twice a day). During back up procedure, the database performance should not be affected, or it does not take the database out of service.
23. Hard drives or magnetic disks used for storage must be configured as a redundant array of independent disk (RAID).

24. The deletion of data and images shall be controlled by a single system administrator (radiology staff).
25. The system shall make exams available for retrieval by workstations by not more 10 seconds of their receipt in the storage system within institution.
26. The storage system shall remain operational in the event of the failure of a single disk.
27. The storage system shall provide means for notifying administrator in the event of a failure in the storage system.
28. The system must allow viewing of images that are not stored in the PACS archive like images stored in CD or DVD.
29. The images displayed in the workstation can be DICOM JPEG lossless format and is capable of displaying DICOM images when necessary and requested by physicians from clinical departments.

II. Software Requirements

1. RIS Features: ***worklist queries and reports***
   a) Simple worklist functions and single method of opening image and reporting. Preferably with software for voice transcription.
   b) English user interface.
   c) The following information should be displayed:
      i. Patient name (last name, first name)
      ii. Patient id information
      iii. Patient address
      iv. Modality
      v. Exam status
      vi. Date and time of examination
   d) Performance management reports:
      i. `Daily, weekly and monthly census per modality, per department or per procedure
      ii. Daily, weekly and monthly census of study type
      iii. Radiologic technologist's productivity
      iv. Radiologist's reading census
      v. Other customized reports needed (e.g. top 10 exam requested)
   e) Reports can be monitored, balanced, and reassigned by the administrators.

f) System must be free from duplication of reports. It must provide alert to another radiologist and not allow him / her to compose the report

g) RIS system must be able to notify a one radiologist when it opens an unread exam which is already open by another radiologist.

h) RIS system must be able to schedule the patient immediately without prior reservation in case of emergency patient or VIP patient.

i) RIS system must be able to register new patient into the system in case emergency patient not register from his and able to merge data after patient finished register from HIS.

j) All pavilions must be able to send request for X-ray, Ultrasound, CT scan and MRI and receive results remotely via the hospital information system / RIS.

2. PACS Features: Image Manipulation and display function

a) Tools for the manipulation of the displayed image should be present or provided in the software of the PACS workstation.

b) Various Tools must be provided by the PACS workstation software:

i. Window width / level
ii. Magnifying tool
iii. Pan / zoom
iv. Toggle overlay
v. Flip / rotate
vi. Invert
vii. Annotations
viii. Line, elliptical, angle tool
ix. Measurement tools (such as Hounsfield measurement tool
x. Tools to view multi-slice examinations (such as MPR and 3D volume rendering)
xi. Other image manipulation tool
xii. Supports multiple DICOM modalities: CT, MRI, Angiography, Cardiac Catheterization, PET, X-ray, US (Dynamic, color), RF, ES, PDF reports and etc.
xiii. Support multiple images display simultaneously
xiv. Support for stacking and tiling to display series of images or video.

c) DICOM images can be sent to any other workstation connected to the PACS network
d) DICOM print should be available
e) Restriction mechanism should be available for patient's right to confidentiality
f) Dosimetry tools (such as exposure index, MPV, DAP, kVp, mAs, etc.)

III. Hardware Requirements

1. The supplier must provide a new web server with the following specifications:
   a) Processor: One (2) x Intel Xeon Silver | 8 cores or higher
   b) RAM: 32GB (2x16 GB RDIMM) of DDR4 memory
   c) i. Operating system Storage: 2 TB storage usable RAID 1 configuration.
      ii. Image storage: 32TB and 26 TB usable, RAID 5 configuration.
   d) Operating System: (Licensed Windows 2019 or Linux).
   e) With redundant cooling fans.
   f) With redundant/dual power supply (Hot Pluggable).
   g) Can be rack mountable.
   h) Must supply and deliver all required cables, connectors and other peripherals needed.
   i) Warranty period: Three (3) years warranty.
2. Suppler shall provide at least 2 units of computer sets for RIS end-users.
3. Supplier shall include two All-in-One printer with ink tank system.
4. The supplier shall convert the existing server as a mirror back-up server or provide a new back-up server with equivalent or higher specification to the existing server.
5. The supplier shall provide five (5) video cards compatible to PACS-RIS System for the five (5) existing diagnostic workstation units.

IV. Security of the System

a) There should be a software-based security for the whole system.
b) All accounts in the system must be protected with passwords.
c) The supplier shall coordinate with radiology staff and IT personnel regarding the security codes of the system.
d) The supplier shall advise the authorized representative of the hospital and end-user of the appropriate hardware security of the system
e) Patients data should be protected in accordance the Data Privacy Act.

f) Unauthorized access of data should be recorded and the administer should be alerted.

V. Training Requirements

The supplier's technical personnel shall provide complete and detailed training for end-users (radiology staff and IT staff) regarding operation of the PACS/RIS including its components and equipment to ensure the smooth and efficient operation of the PACS.

VI. Terms and Conditions

1. All expenses for the transportation to site, delivery, installation and testing expenses on site (hospital) shall be upon the winning bidder.
2. Application support may be continuous throughout the contract period, whenever needed.
3. The supplier must coordinate with hospital IT Department for the integration of its PACS / RIS with the hospital's HIS.
4. Upon delivery, the supplier shall submit the user's operational manual and other standard manual incorporated in the PACS / RIS system.
5. All other items not labeled on the specification but are deemed necessary for the completion of the project shall be upon the supplier.
6. Full payment shall be made after all implementation and acceptance of PACS-RIS.

IV. After Sales Support

1. The supplier shall provide Certification of After-sales services availability after end of warranty.
2. At least 1 year warranty on software and parts and 3 years' service warranty with quarterly preventive maintenance including parts, system update and upgrade.
3. Upon expiration of 3 year warranty, the cost of preventive maintenance services including system upgrade, and update shall not exceed 20% contract price.
4. The supplier must submit a quotation for a Preventive Maintenance Service (PMS) after a warranty period.
5. A 24/7 remote system monitoring and support by providing technical advice to authorized users in case of emergency service calls.

V. **Expected Deliverables**

1. An Inception Report describing the activities, methodology, milestones, time table and resources to implement this project.
2. A web-based PACS with RIS complete with functionalities stated at the System Requirements and integration to iHOMIS.
3. 32 Tb Web Servers.
4. Two (2) units Desktop PCs.
5. Five (5) video cards compatible to PACS-RIS System
6. Two All-in-One printer with ink tank system.
7. User and system administrators' manuals.
8. End-users and technical trainings
9.

VI. **Acceptance**

Certificate of acceptance shall be issued upon completion of the test and evaluation.

VII. **Implementation Arrangements Including Roles And Responsibilities**

A. Within the Project duration the NCMH shall:

i. Provide a technical working committee to supervise and monitor the project.
ii. Provide a technical contact person.
iii. Facilitate access to information, documents, facilities and others needed by the contractor to perform services.
iv. Approve the proposed working schedule of the supplier.
v. Grant authorized representative access to premises as well as equipment and all facilities located therein to perform the supplier's obligations.
vi. Make prompt review and revision, if necessary, which shall be not later than ten (10) working days from receipt of the work produced.
vii. Pay the contractor upon presentation of requisite documents, the amount due upon receipt of claims supported with documents subject to acceptance by the NCMH.

B. Within the Project duration the winning Contractor/Supplier shall:

Noted by:

JENKIN L. GO, MD, FPCR, FUSP
Chief, Radiology Section

Recommending Approval:

BEVERLY A. AZUCENA, MD, FPPA, IFAPA, MMHoA
Chief Medical Professional Staff II – Hospital Service

Approved By:

NOEL V. REYES, MD, FPPA
Medical Center Chief II

APPENDIX "1"

Bid Form for the Procurement of Goods
(Shall be submitted with the Bid)

BID FORM

Date : _____
Project Identification No. : _____

To: [name and address of Procuring Entity]

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform] [description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);

b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;

c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:
Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity

(if none, state "None") *]*

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority].*

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name:_____

Legal capacity:_____

Signature:_____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder_____Project ID No._____Page____of____

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+ 8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Name of the Procuring Entity_____

Project Reference Number
Name of the Project
Location of the Project

List of all Ongoing Government and Private Contracts including Contracts Awarded but not yet started

Business Name :_____
Business Address :_____

Name of Contract / Project Cost	a. Owner's Name b. Address c. Telephone No.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% Of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
Government								
Private								

Note: This statement shall be supported with:
1. Notice of Award and / or Contract (Government and Private Contracts)
2. Sales Invoices (Private Contracts)

Submitted by :_____
(Signature AbovePrinted Name)

Designation :_____

Date :_____

Name of the Procuring Entity

Project Reference Number
Name of the Project
Location of the Project

Statement of Single Largest Completed Contract which is similar in nature for the past 2 years

Business Name :_____
Business Address :_____

Name of Contract	a. Owner's Name b. Address c. Telephone No.	Nature of Work	Bidder's Role		a. Amount of Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
Government						
Private						

Note: This statement shall be supported with:
1. Notice of Award and/or Contract (Government and Private Contracts)
2. Sales Invoice (Private Contracts)

Submitted by :_____
(Signature AbovePrinted Name)

Designation :_____

Date :_____

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF_____)
S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

   [If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

   [If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

   [If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

   [If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

   [If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

   [If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

   [If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

   a. Carefully examining all of the Bidding Documents;
   b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
   c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
   d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or**

converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this____day of_____, 20__at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)
CITY OF_____) S.S.

BID SECURING DECLARATION
Project Identification No.: *[Insert number]*

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.

2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f),of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.

3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:

    a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
    b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
    c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this_____day of *[month] [year]* at *[place of execution]*.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]

Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

REPUBLIC OF THE PHILIPPINES)
CITY OF_____) S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents] To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.

2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;

3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:

    a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
        i. Procuring Entity has no claims filed against the contract awardee;
        ii. It has no claims for labor and materials filed against the contractor; and
        iii. Other terms of the contract; or

    b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this_____day of [month] [year] at [place of execution].

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]

Contract Agreement Form for the Procurement of Goods (Revised)

[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

THIS AGREEMENT made the_____day of_____20__between [name of PROCURING ENTITY] of the Philippines (hereinafter called "the Entity") of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called "the Supplier") of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures in specified currency]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:

   i. Philippine Bidding Documents (PBDs);
      i. Schedule of Requirements;
      ii. Technical Specifications;
      iii. General and Special Conditions of Contract; and
      iv. Supplemental or Bid Bulletins, if any

   ii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

   Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;

   iii. Performance Security;

   iv. Notice of Award of Contract; and the Bidder's conforme thereto; and

   v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.

4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

[Insert Name and Signature]	*[Insert Name and Signature]*
[Insert Signatory's Legal Capacity]	*[Insert Signatory's Legal Capacity]*
for:	*for:*
[Insert Procuring Entity]	*[Insert Name of Supplier]*

Acknowledgment

[Format shall be based on the latest Rules on Notarial Practice]