



National Center for Mental Health

SUPPLEMENTAL BID BULLETIN

ADDENDUM NO. 3

PUBLIC RE-BIDDING FOR HOSPITAL FOOD SERVICE FOR SERVICE USERS' MEAL NCMH CAMARIN EXTENSION FACILITY CY 2023

This Supplemental Bid Bulletin No. 3 dated **February 27, 2023** is issued to clarify, modify or amend items in the Bid Documents. This shall form an integral part of the Bid Documents.

A. Amendments / Clarifications:

FROM		TO											
SECTION II: INSTRUCTION TO BIDDERS		SECTION II: INSTRUCTION TO BIDDERS											
1. Scope of Bid		1. Scope of Bid											
<table border="1"> <thead> <tr> <th>CATEGORY</th> <th>APPROVED BUDGET FOR THE CONTRACT (ABC)</th> </tr> </thead> <tbody> <tr> <td>Public Re-Bidding for Hospital Food Service for the Provision of Service Users' Meal - NCMH NDS Camarin Extension Facility CY 2023</td> <td>Php 8,935,200.00 at Two Hundred Ninety-Two pesos (Php 292.00) per Service User to covers three meals namely:</td> </tr> <tr> <td>Estimated number of Service user at Camarin Extension of 100</td> <td>Breakfast (Php 100.00), Lunch (Php 100.00), and Supper (Php 92.00) for each service user per day from March 1, 2023 to December 31, 2023.</td> </tr> </tbody> </table>	CATEGORY	APPROVED BUDGET FOR THE CONTRACT (ABC)	Public Re-Bidding for Hospital Food Service for the Provision of Service Users' Meal - NCMH NDS Camarin Extension Facility CY 2023	Php 8,935,200.00 at Two Hundred Ninety-Two pesos (Php 292.00) per Service User to covers three meals namely:	Estimated number of Service user at Camarin Extension of 100	Breakfast (Php 100.00), Lunch (Php 100.00), and Supper (Php 92.00) for each service user per day from March 1, 2023 to December 31, 2023.	<table border="1"> <thead> <tr> <th>CATEGORY</th> <th>APPROVED BUDGET FOR THE CONTRACT (ABC)</th> </tr> </thead> <tbody> <tr> <td>Public Re-Bidding for Hospital Food Service for the Provision of Service Users' Meal - NCMH NDS Camarin Extension Facility CY 2023</td> <td>Php 8,095,912.00 at Eight Million Ninety-Five Thousand Nine Hundred Twelve Pesos. This will cover three major meals namely breakfast, lunch and supper for service users per day and with supplementation (Oral Nutritional Supplement and Egg Supplement) for service users requiring additional supplementation depending on their medical condition from April 1, 2023 to December 31, 2023.</td> </tr> <tr> <td>Estimated number of Service user at Camarin Extension of 84</td> <td></td> </tr> </tbody> </table>	CATEGORY	APPROVED BUDGET FOR THE CONTRACT (ABC)	Public Re-Bidding for Hospital Food Service for the Provision of Service Users' Meal - NCMH NDS Camarin Extension Facility CY 2023	Php 8,095,912.00 at Eight Million Ninety-Five Thousand Nine Hundred Twelve Pesos. This will cover three major meals namely breakfast, lunch and supper for service users per day and with supplementation (Oral Nutritional Supplement and Egg Supplement) for service users requiring additional supplementation depending on their medical condition from April 1, 2023 to December 31, 2023.	Estimated number of Service user at Camarin Extension of 84	
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CHECKLIST FOR BIDDERS		CHECKLIST FOR BIDDERS											
B. Technical Requirements		B. Technical Requirements											
(2) Statement of the Bidder's SINGLE LARGEST COMPLETED CONTRACT (SLCC)* similar to the contract to be bid, in accordance with		(2) Statement of the Bidder's SINGLE LARGEST COMPLETED CONTRACT (SLCC)* similar to the contract to be bid, in accordance with ITB											

"There is no Health without Mental Health"

<p>ITB Clause 5.4 and using the form prescribed in Annex: Bidding Forms.</p> <p>NOTE: Similar project refers to "Hospital Food Service", costing at least fifty percent (50%) of the ABC.</p>	<p>Clause 5.4 and using the form prescribed in Annex: Bidding Forms.</p> <p>NOTE: Similar project refers to "Food Service", costing at least fifty percent (50%) of the ABC.</p>
<p>The deadline for Submission and Opening of Bids is scheduled on February 28, 2023 (Tuesday), 9:00 AM, at the BAC Conference Room, National Center for Mental Health Compound, Mandaluyong City.</p>	<p>The deadline for Submission and Opening of Bids is scheduled on March 7, 2023 (Tuesday), 9:00 AM, at the BAC Conference Room, National Center for Mental Health Compound, Mandaluyong City.</p>

Section VII

Pertinent Portions of the Terms of Reference (TOR) shall be revised as follow:

xxx II. APPROVED BUDGET FOR THE CONTRACT

The NCMH shall offer public bidding to all prospective and interested bidders as food service provider for breakfast, lunch and supper to an estimate of 84 NCMH Camarin Extension service users. The Approved Budget for the Contract (ABC) is at Eight Million Ninety-Five Thousand Nine Hundred Twelve Pesos (Php 8,095,912.00). This will cover three major meals namely breakfast, lunch and supper for service users per day and with supplementation (Oral Nutritional Supplement and Egg Supplement) for service users requiring additional supplementation depending on their medical condition from April 1, 2023 to December 31, 2023.

III. ELIGIBILITY REQUIREMENTS OF THE FOOD SERVICE PROVIDER

The Approved Budget for the Contract (ABC) - April to December 2023 (275 Days)							
	KCAL	BREAKFAST (40%) (Php)	LUNCH (30%) (Php)	SUPPER (30%) (Php)	COST/DAY (Php) *	TOTAL CENSUS/ DAY*	TOTAL (Php)
REGULAR AND THERAPEUTIC DIET							
ADULT	2170 KCal	115.02	86.00	86.00	287.02	84	6,630,162.00
SUPPLEMENTARY DIET							
ORAL NUTRITIONAL SUPPLEMENT	0.35/kcal@500kcal/day				175.00	30	1,443,750.00
EGG SUPPLEMENT	1 piece medium size (55g)				8.00	10	22,000.00
GRAND TOTAL							8,095,912.00

* Cost/Day for different age group was based on the AO 2022-0020 as of June 30, 2022

* Total Census per day was based on the CY 2022 average daily census from HIMS

The winning food service provider shall:

1. Must comply with all the Eligibility Requirements set forth in R.A. 9184 for Procurement of Goods and Services
2. Have a proven track record of at least three (3) years' experience in food service / operation.
3. Have adequate provisions and plans for providing and refurbishing kitchen equipment and shoulders the repair/s of fixtures and other NCMH properties used in food service operation.
4. Have at least one (1) owned and duly registered food delivery vans for perishable items.
5. Have one (1) Food Safety Compliance Officer and One (1) Registered Nutritionist-Dietitians during operation. This is to ensure proper manning most especially during tray line and food distribution. RNDs must have an updated PRC license and an updated health certificate.

6. Have at least Six (6) experienced personnel in food handling.
7. Provide NCMH NDS a copy of updated medical certificate for both old and new employees. Medical certificates shall be updated at all times especially if there are new hires.
8. Have a valid and updated Certificate of Good Performance with at least satisfactory rating from previous clients.

IV. TECHNICAL PACKAGE

1. **MENU** - The winning food service provider shall submit the following:
 - a. **Standardized recipes** with exact measurements of the ingredients and consistency in the preparation method. It shall include the menu item name, total yield portion size, ingredient list/quantity.
 - b. **Six (6) week cycle menu** in a tabulated form. It must include the portion weight and kilocalorie. It must cover breakfast, lunch and supper for both regular and modified diets. Standard component per meal to include:

Meal	Caloric Distribution	Component
Breakfast	870 kcal	Fruit, viand, rice or substitute, and warm beverage (ex: Ginger Ale /Rice Coffee)
Lunch	650 kcal	Soup, viand, vegetable dish, rice or substitute, fruit/dessert
Supper	650 kcal	Soup, viand, vegetable dish, rice or substitute, fruit/dessert
TOTAL KILOCALORIES PER DAY	2170 kcal	

The submitted six (6) week menu cycle must be reviewed and approved by the NCMH Chief of Nutrition and Dietetics Section two weeks prior to execution. The 2170 kcal intake requirement for the NCMH Camarin Extension service users with specific caloric distribution and weight in grams indicated should be and must be strictly followed.

The in-house nutritionist-dietitian will randomly pick one (1) bento box for regular diet and one (1) bento box for therapeutic diet that must undergo daily food evaluation per meal distribution (breakfast, lunch and supper) or may do so in multiple times in a day as the need arise. It should be noted that the weight of the food gathered and stated in the food evaluation will serve as a guide to monitor food adequacy for certification purposes only. Signatures of the outsourced nutritionist-dietitian and in-house nutritionist-dietitian on the food evaluation document report shall be affixed to the food evaluation form to signify agreement without objection between two parties. Specific requests / demands listed shall be considered.

REGULAR DIET

Table 1.1
REGULAR DIET

2170 Kcal	Carbohy-drates 60-65%	Approx. Exchanges	Protein 15 -20%	Approx. Exchanges	Fat 20 - 25%	Approx. Exchanges
Breakfast 870 kcal	135 - 140 g	5.5 - 6 exchanges	25 - 30 g	3 - 4 exchanges	20 - 24 g	4 -5 exchanges
Lunch 650 kcal	100 -105 g	4.5 - 5 exchanges	20 - 25 g	2.5 - 3 exchanges	15 - 20 g	3 - 4 exchanges
Supper 650 kcal	100 -105 g	4.5 - 5 exchanges	20 - 25 g	2.5 - 3 exchanges	15 - 20 g	3 - 4 exchanges

Food Item	Household measurement per share (g)	
	Adults	
	Breakfast	Lunch and Supper
Meat (Pork / Beef)	105 - 140 g	88 - 105 g
Chicken leg (85% edible portion)	125 - 165 g	100 - 120 g
Chicken thigh (66% edible portion)	160 - 210 g	144 - 160 g
Chicken breast (100% edible portion)	90 - 120 g	88 - 105 g
Fish (without head)	105 - 140 g	88 - 105 g
Rice	440 - 480 g	360 - 400 g
Vegetable	45 g	45 g
Fruits	40 -50 g	40 -50 g
Bread and other rice substitutes	Varies	

Terms and Conditions:

- a. Regular diet must be served with one serving of fresh fruit per meal daily.
- b. Serve freshly prepared dishes for meals prepared and cooked in the NCMH designated facility.
- c. Serving of sweet products, sugar-based item/beverages and pastry as dessert is not allowed. This may exacerbate service users current mental health condition.
- d. Avoid processed meats like ham, sausage, meatloaf and canned meat. (*Annex B. Guide in Eliminating Trans-Fatty Acids in Inpatient Meals*)
- e. The serving must be according to FNRI DOST – Food Exchange List serving portion and FNRI DOST Pinggang Pinoy Filipino Guide which includes vegetable, protein dish, rice and rice alternatives, and fruit. Please use MOVABA (Moderation, Variety, Balance) principle as a guide;
- f. Soup must be provided every meal especially for dry foods (e.g. *fried chicken, shanghai, etc.*).
- g. Meat / Fish must be served boneless and cut into bite/strip size.

1.2 PERSON WITH DIABETES DIET

2170 Kcal	Carbohy- drates 55%	Approx. Exchanges	Protein 20%	Approx. Exchanges	Fat 25%	Approx. Exchanges
Breakfast 870 kcal	130 g	5.5 exchanges	43.5 g	5 exchanges	25 g	5 exchanges
Lunch 650 kcal	90 g	4 exchanges	32.5 g	4 exchanges	18 g	3.5 exchanges
Supper 650 kcal	90 g	4 exchanges	32.5 g	4 exchanges	18 g	3.5 exchanges

Food Item	Household measurement per share (g)	
	Adults	
	Breakfast	Lunch and Supper
Meat (Pork / Beef)	175 g	140 g
Chicken leg (85% edible portion)	200 g	165 g
Chicken thigh (66% edible portion)	250 g	210 g
Chicken breast (100% edible portion)	150 g	120 g
Fish (without head)	175 g	140 g
Rice	440 g	320 g
Vegetable	45 g	45 g
Fruits	40 -50 g	40 -50 g
Bread and other rice substitutes	Varies	

Terms and Conditions:

- Person with Diabetes Diet must be strictly served with one (1) exchange of fresh fruits three (3) times a day (breakfast, lunch and dinner) to provide source of dietary fiber, vitamins and minerals.
- Serving of sweet products, sugar-based item/beverages and pastry as dessert is not allowed.
- A serving of vegetable should contain at least 45 grams per meal.
- Soup must be provided every meal especially for dry foods (e.g. *fried chicken, shanghai, etc.*).
- Meat/fish must be served boneless and cut into bite/strip size.
- Please refer to NDAP Diet Manual for further reference.

1.3 SOFT DIET

2170 Kcal	Carbohy- drates 60-65%	Approx. Exchanges	Protein 15 -20%	Approx. Exchanges	Fat 20 - 25%	Approx. Exchanges
Breakfast 870 kcal	130-140 g	5.5 - 6 exchanges	25 - 30 g	3 - 4 exchanges	20 - 25 g	4.5 exchanges
Lunch 650 kcal	100 - 105 g	4.5 - 5 exchanges	20 - 25 g	2.5 - 3 exchanges	15 - 20 g	3 - 4 exchanges
Supper 650 kcal	100 - 105 g	4.5 - 5 exchanges	20 - 25 g	2.5 - 3 exchanges	15 - 20 g	3 - 4 exchanges

Terms and Conditions:

- a. Soft Diet should be soft in consistency, easy to chew and made of simple, easily digestible foods. It should not contain insoluble fiber or strong flavors. Fried foods are not allowed.
- b. Serving of sweet products, sugar-based item/beverages and pastry as dessert is not allowed. This may exacerbate service users current mental health condition.
- c. Avoid processed meats like ham, sausage, meatloaf and canned meat. (*Annex B. Guide in Eliminating Trans-Fatty Acids in Inpatient Meals*)
- d. Meat/fish must be served boneless and cut into bite/strip size.
- e. Please refer to NDAP Diet Manual for further reference.

1.4 OTHER MODIFIED DIETS

Table 1.4 OTHER MODIFIED DIETS						
2170 Kcal	Carbohy- drates 60-65%	Approx. Exchanges	Protein 15 -20%	Approx. Exchanges	Fat 20 - 25%	Approx. Exchanges
Breakfast 870 kcal	130-140 g	5.5 – 6 exchanges	25 - 30 g	3 - 4 exchanges	20 - 25 g	4.5 exchanges
Lunch 650 kcal	100 - 105 g	4.5 - 5 exchanges	20 - 25 g	2.5 - 3 exchanges	15 - 20 g	3 - 4 exchanges
Supper 650 kcal	100 - 105 g	4.5 - 5 exchanges	20 - 25 g	2.5 – 3 exchanges	15 - 20 g	3 - 4 exchanges

Terms and Conditions:

- a. Other modified diets must be served with one serving (*consider FNRI DOST - Food Exchange List serving portion guide*) of fresh fruit daily per meal (i.e., banana lacatan, orange, papaya, watermelon, or any fruits in season).
- b. Serving of sweet products, sugar-based item/beverages and pastry as dessert is not allowed. This may exacerbate service users current mental health condition.
- c. Avoid processed meats like ham, sausage, meatloaf and canned meat. (*Annex B. Guide in Eliminating Trans-Fatty Acids in Inpatient Meals*)
- d. Low Salt, Low Fat, Low Purine and other modified diets must be served with a variety of protein dish to meet the recommended protein requirement.
- e. Soup must be provided every meal especially for dry foods (*e.g. fried chicken, shanghai, etc.*).
- f. Meat/fish must be served boneless and cut into bite/strip size as recommended for mentally-ill service users.
- g. Diet such as clear liquids, general liquids and other modified diets ordered by the physician in charge and written in the diet list (*i.e. probiotic drink, salt packets (Liberal salt diet), biscuits, candy, clear soup and etc.*) must be served. This will be in accordance with the condition and agreement of the winning food service provider and in-house dietitians considering cost control and food portion replacement.
- h. Please refer to NDAP Diet Manual for further reference.

1.5 OTHER REQUIREMENTS

Terms of Conditions:

- a. Oral Nutritional Supplement (ONS) shall be prepared and provided by the winning food service provider together with washable large container/pitcher. The nutritional formula must meet the criteria as a sole source of nutrition. The nutritional formula must be complete and balanced with a different selection and specification depending on the service users medical condition such as but not limited to modular and polymeric formulas with disease specific considerations (intended for person with diabetes, renal or high protein).

The in-house nutritionist-dietitian shall monitor the preparation of the nutritional formula by the winning food service provider nutritionist-dietitian. The winning food service provider shall have a separate and designated area in the preparation of ONS. It must maintain the highest quality standard of cleanliness, thus maintaining a sterile and germ free area before, during and after preparation to prevent contamination.

The in-house nutritionist-dietitian shall forward the updated diet/meal tags to the winning food service provider for proper distribution to the intended service users one day in advance. Please ensure that the preparation and distribution will be distributed during lunch and supper.

- b. Egg supplementation shall be prepared and provided by the winning food service provider based on the number of request reflected on the diet list. The winning food service provider shall ensure the cooking and the proper distribution of hard boiled eggs (without shell) on the bento box. The in-house nutritionist-dietitian shall forward the updated diet/meal tags to the winning food service provider for proper distribution to the intended service users. Egg supplementation must be included inside the bento box.
- c. Sugar and Salt requirement from requesting pavilions shall be provided by the winning food service provider as per request that is reflected from the diet list. The in-house nutritionist-dietitian shall update and prepare the request for sugar and salt one day in advance.
- d. Special meals shall be provided on Christmas (December 25) and New Year (January 1). A sample menu of at least three (3) special Christmas and New Year menu must be submitted one (1) week before the date subject for review and final approval of the NCMH-NDS Chief Dietitian.

Other Matters:

- A. Bid Security shall be 120 calendar days from the date of submission and opening of bids.
- B. Section VII: Technical Specifications - Please write "COMPLY" to indicate that requirements are met.
- C. *Eligibility requirements and technical proposal should be in one folder and financial proposal in a separate folder, with shoelace on top instead of fastener, table of contents and index tabs in words, not numbers.*
- D. *Folder of Eligibility requirements and technical proposal should be placed in one envelope. And folder of Financial proposal should be in another envelope. Both envelopes shall then be placed in one mother envelope marked as "Original Bid"*
- E. Documents should be arranged chronologically according to the checklist issued.
- F. Color code for folders and envelope:
WHITE – Public Re-Bidding for Food Outsourcing Service for NCMH Camarin Extension Facility CY 2023
- G. All other provisions on the bidding documents which are not affected shall remain in effect.

- H. The deadline for **Submission and Opening of Bids** is scheduled on **March 07, 2023, 9:00 AM**, at the **BAC Conference Room**, National Center for Mental Health Compound, Mandaluyong City.
- I. Any bid submitted after the deadline for submission shall be declared “**LATE**” and shall NOT be accepted.
- J. The BAC shall open the bids immediately after the deadline for submission and receipt of bids.

For the information and guidance of all concerned.


ALDEN C. CUYOS, MD, FPPA, IFAPA
Chairperson, BAC for Contract Services and Consultancy