



National Center for Mental Health

SUPPLEMENTAL BID BULLETIN

ADDENDUM NO. 1

PUBLIC BIDDING FOR PROCUREMENT OF VARIOUS CONTRACT SERVICES (Laundry, Security, Rental of 18 units of Photo Copier Machine, Hospital Food Service for NCMH-Main Service Users (Breakfast, Lunch, Dinner and Snacks), Janitorial, Pest Control, and Delivery, Configuration, Deployment, Commissioning and Subscription of 300 MBPS Fiber Optic Leased Line Internet Service for Hospital-Wide Operations) CY 2023

This Supplemental Bid Bulletin No. 1 dated **October 28, 2022** is issued to clarify, modify or amend items in the Bid Documents. This shall form an integral part of the Bid Documents.

ISSUES	CLARIFICATION
<ul style="list-style-type: none"> ON SECTION II: INSTRUCTION TO BIDDERS <p>Under No. 2. Funding Information</p> <p>2.1 The GOP through the source of funding as indicated below for GAA CY 2022 in the amount of Php279,155,626.28.</p>	<ul style="list-style-type: none"> ON SECTION II: INSTRUCTION TO BIDDERS <p>Under No. 2. Funding Information</p> <p>2.1 The GOP through the source of funding as indicated below for <u>GAA CY 2023</u> in the amount of Php279,155,626.28.</p>
<p>PUBLIC BIDDING FOR THE DELIVERY, CONFIGURATION, DEPLOYMENT, COMMISSIONING AND SUBSCRIPTION OF 300 MBPS FIBER OPTIC LEASED LINE INTERNET SERVICE FOR HOSPITAL WIDE OPERATIONS CY 2023</p>	
<ul style="list-style-type: none"> ON SECTION VII: TECHNICAL SPECIFICATIONS <p>Under Terms of Reference</p> <p>Scope of Work</p> <p>9. Provision of redundant router/s, leased line modem/s, media converter/s, or similar devices that has a physical connection from NCMH to the Internet.</p>	<ul style="list-style-type: none"> ON SECTION VII: TECHNICAL SPECIFICATIONS <p>Under Terms of Reference</p> <p>Scope of Work</p> <p>9. Provision of redundant router/s (<u>any brand, however it must be an active / passive redundancy</u>), leased line modem/s, media converter/s, or similar devices that has a physical connection from NCMH to the Internet.</p>
<p>Technical Requirements</p> <p>2. ISP must be different from the existing ISP of NCMH to ensure redundancy and high availability of NCMH Internet Connectivity.</p> <p>3. Provide a primary and secondary forwarding DNS.</p>	<p>Technical Requirements</p> <p>2. ISP must be different from the existing ISP of NCMH to ensure redundancy and high availability of NCMH Internet Connectivity.</p> <p>3. Provide a primary and secondary forwarding DNS.</p> <p><u>NOTE: STICK TO THE REQUIREMENT</u></p>
<p>VI. Duties and Responsibilities of the Internet Service Provider (ISP)</p> <p>2. Actual Installation</p>	<p>VI. Duties and Responsibilities of the Internet Service Provider (ISP)</p> <p>2. Actual Installation</p>

"There is no Health without Mental Health"

<p>d. Complete the delivery, installation, and configuration within forty-five (45) calendar days from the receipt of the Notice to Proceed. Otherwise, the winning Service Provider/Bidder shall pay the corresponding penalties/liquidated damages in the amount of one-tenth of one percent (1/10 of 1%) of the total contract price for every calendar day of delay.</p>	<p>d. Complete the delivery, installation, and configuration within forty-five (45) calendar days from the receipt of the Notice to Proceed. Otherwise, the winning Service Provider/Bidder shall pay the corresponding penalties/liquidated damages in the amount of one-tenth of one percent (1/10 of 1%) of the total contract price for every calendar day of delay.</p> <p><u>NOTE: STICK TO THE REQUIREMENT</u></p>
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PUBLIC BIDDING FOR RENTAL OF 18 UNITS OF PHOTO COPIER MACHINE CY 2023

<p style="text-align: center;">• ON SECTION VII: TECHNICAL SPECIFICATIONS</p> <p>Under Terms of Reference</p> <p>Specifications: Multifunction Device</p> <ul style="list-style-type: none"> - Type: Console - Copy Resolution: 600 x 600dpi - Memory Capacity: 1GB - Hard Disk: 30 – 60 GB - Four (4) trays – 500 sheets / tray and One by pass 250 sheets - Output Size: A3-A5 (tray) A3-B6 (multiple By Pass) - Warm-up Time: at least 45 sec. up to 280 sec. - First Copy Time: 4 seconds or less - Copy Speed minimum: 50 cpm (A4), 20-30 cpm (A3) - Zoom / Magnification: 25% - 400% - Paper Capacity: Minimum: 1,250 sheets Maximum: 2,250 sheets -Duplex -Ready to Print, Scan, Copy & Wireless Ready - With interruption function - Including preventive maintenance (with toner stock for two weeks – 18 toners) (.80/copy x 12,500 copy / months x 18 units x 12 months) 	<p style="text-align: center;">• ON SECTION VII: TECHNICAL SPECIFICATIONS</p> <p>Under Terms of Reference</p> <p>Specifications: Multifunction Device</p> <ul style="list-style-type: none"> - Type: Console - Copy Resolution: 600 x 600dpi - Memory Capacity: 1GB - Hard Disk: 30 – 60 GB - Four (4) trays – 500 sheets / tray and One by pass <u>150-250 sheets</u> - Output Size: A3-A5 (tray) A3-B6 (multiple By Pass) - Warm-up Time: at least 45 sec. up to 280 sec. - First Copy Time: 4 seconds or less - Copy Speed minimum: 50 cpm (A4), 20-30 cpm (A3) - Zoom / Magnification: 25% - 400% - Paper Capacity: <u>2,150- 2,250 sheets</u> -Duplex -Ready to Print, Scan, Copy & Wireless Ready - With interruption function - Including preventive maintenance (with toner stock for two weeks – 18 toners) (.80/copy x 12,500 copy / months x 18 units x 12 months) -<u>The latest model should not be older than 2020</u>
<p style="text-align: center;">• ON SECTION 1: INVITATION TO BID NO. 001-2023</p>	<p style="text-align: center;">• ON SECTION 1: INVITATION TO BID NO. 001-2023</p>
<p style="text-align: center;">• ON SECTION VI: INVITATION TO BID NO. 2023-001</p>	<p style="text-align: center;">• ON SECTION VI: INVITATION TO BID NO. 001-2023</p>
<p style="text-align: center;">• ON SECTION VII: INVITATION TO BID NO. 2023-029</p>	<p style="text-align: center;">• ON SECTION VII: INVITATION TO BID NO. 001-2023</p>
<p style="text-align: center;">• ON SECTION VI: SCHEDULE OF REQUIREMENTS</p> <p>Under Delivery Period and Terms of Payment</p> <ul style="list-style-type: none"> - With toner stock for two weeks - At least 18 toners (Stock at the Procurement Section) 	<p style="text-align: center;">• ON SECTION VI: SCHEDULE OF REQUIREMENTS</p> <p>Under Delivery Period and Terms of Payment</p> <ul style="list-style-type: none"> - <u>Delivery Lead Time / Deployment of the Machine if contract is awarded will be on January 01, 2023.</u> - With toner stock for two weeks

<ul style="list-style-type: none"> - Payment should be in Monthly basis upon submission of Billing Statement and Monthly Reading Report of the Supplier 	<ul style="list-style-type: none"> - At least 18 toners (Stock at the Procurement Section) - Payment should be in Monthly basis upon submission of Billing Statement and Monthly Reading Report of the Supplier
PUBLIC BIDDING FOR PEST CONTROL OUTSOURCING SERVICE CY 2023	
<ul style="list-style-type: none"> • ON SECTION III: BID DATA SHEET <p>Under clause 20.2</p> <p>b. Latest Annual Income Tax Return (with corresponding eFPS Filing Reference Number and successful payment page or its equivalent proof of payment, if applicable)</p>	<ul style="list-style-type: none"> • ON SECTION III: BID DATA SHEET <p>Under clause 20.2</p> <p>b. Latest Annual Income Tax Return (with corresponding eFPS Filing Reference Number and successful payment page or its equivalent proof of payment, if applicable)</p> <p><u>Note: Manually filed Income Tax Returns are acceptable as long as they are received by the BIR.</u></p>
<ul style="list-style-type: none"> • ON SECTION VII: TECHNICAL SPECIFICATIONS <p>Under Requirements</p> <p>b. Dog Trapping / Control Partnership with city veterinary.</p>	<ul style="list-style-type: none"> • ON SECTION VII: TECHNICAL SPECIFICATIONS <p>Under Requirements</p> <p>b. Dog <u>and Cat trapped should be endorsed by the contractor to the legitimate cat/dog animal shelter wherein they have a Memorandum of Agreement.</u></p>
<p>Under Terms of Reference</p> <p>Termite Control This shall be a quarterly inspection throughout the premises National Center for Mental Health, and if necessary, application of chlorinated hydro-carbon dust (anti-termite powder) thru dusting to infested area or simply called spot treatment against termite infestation. Should be quarterly treatment.</p>	<p>Under Terms of Reference</p> <p>Termite Control This shall be a quarterly inspection throughout the premises National Center for Mental Health, <u>a certified safe liquid termicide</u> shall be applied to infested area or simply called spot treatment against termite infestation. <u>Wood Drenching – Spot treatment of all wooden portions susceptible of termites.</u> <u>Mound Demolition – Demolish subterranean termite mounds (if any) to kill the Queen termite, the source along with her King, soldiers and workers.</u></p>
<p>Termite Colony Elimination (Above Ground Baiting)</p> <ul style="list-style-type: none"> • Install termite baiting at affected areas. • Conduct twice a month monitoring of baits and replenish for a period of three (3) months • Upon elimination of termites through baits, conduct spot spraying in all areas affected • Areas to be installed Above Ground Bait: <ol style="list-style-type: none"> 1. Pavilion 11 2. Pavilion 18 3. Pavilion 25 4. Pavilion 27 	<p>Termite Colony Elimination (Above Ground Baiting)</p> <ul style="list-style-type: none"> • Install termite baiting at affected areas. • Conduct twice a month monitoring of baits and replenish for a period of three (3) months • Upon elimination of termites through baits, conduct spot spraying in all areas affected • Areas to be installed Above Ground Bait: <ol style="list-style-type: none"> 1. Pavilion 11 2. Pavilion 18 3. Pavilion 25 4. Pavilion 27

<ul style="list-style-type: none"> 5. Pavilion 28 6. Pavilion 34 7. Laundry Building 8. Administration Building 	<ul style="list-style-type: none"> 5. Pavilion 28 6. Pavilion 34 7. Laundry Building 8. Administration Building <ul style="list-style-type: none"> • <u>The contractor should submit a Termite Baiting Training Certificate for their employees who will conduct the said pest control activity as additional requirements.</u>
<p align="center">PUBLIC BIDDING FOR HOSPITAL FOOD SERVICE FOR NCMH-MAIN SERVICE USERS (BREAKFAST, LUNCH, DINNER AND SNACKS) CY 2023</p>	
<ul style="list-style-type: none"> • ON SECTION VII: TECHNICAL SPECIFICATIONS <p>Under Terms of Reference</p> <p>a. Rationale</p> <p>To provide the food service delivery to the service users of National Center for Mental Health (NCMH), the top management approved to look for a private individual or group to cater the meal requirement of the service users. The winning service provider must meet the nutrition standard and ensure safe, quality and nutritious meals. Thus, the winning service provider must meet the nutritional requirements of service users.</p>	<ul style="list-style-type: none"> • ON SECTION VII: TECHNICAL SPECIFICATIONS <p>Under Terms of Reference</p> <p>a. Rationale</p> <p>To provide the food service delivery to the service users of National Center for Mental Health (NCMH), the top management approved to look for a <u>food service concessionaire who will operate and manage the food production and delivery</u> requirement of the service users. The winning service provider must meet the nutrition standard and ensure safe, quality and nutritious meals. Thus, the winning service provider must meet the nutritional requirements of service users.</p>
<p>b. Approved budget for the contract</p> <p>The NCMH shall offer public bidding to all prospective and interested bidders as food service provider for breakfast, lunch, afternoon snacks and supper to an estimate of 2,800 - 3,200 NCMH service users. The Approved Budget for the Contract (ABC) at Two Hundred Pesos (Php200.00) covers four meals namely breakfast (Php60.00), lunch (Php60.00), afternoon snacks (php20.00) and supper (Php60.00) for each service user per day from January 1, 2023 to December 31, 2023.</p>	<p>b. Approved budget for the contract</p> <p>The NCMH shall offer public bidding to all prospective and interested bidders as food service provider for breakfast, lunch, afternoon snacks and supper to an estimate of 2,800 - 3,200 NCMH service users. The Approved Budget for the Contract (ABC) at Two Hundred Pesos (Php200.00) covers four meals namely breakfast (Php60.00), lunch (Php60.00), afternoon snacks (php20.00) and supper (Php60.00) for each service user per day from January 1, 2023 to December 31, 2023.</p> <p><u>NOTE: STICK TO THE REQUIREMENT, IT WAS BASED FROM THE DOH AO No. 2022-0020</u></p>
<p>c. Performance Evaluation</p> <p>The contract is subject to performance evaluation and assessment (daily, weekly, and monthly) of the NCMH Nutritionist – Dietitian’s (NDs) and will be coordinated through the winning food service provider representative. The NCMH Nutrition and Dietetics Section (NDS) Chief will approve and review the said performance rating. The winning food service provider shall allow NCMH authorized representatives to inspect facilities, equipment and premises at any time for the</p>	<p>c. Performance Evaluation</p> <p>The contract is subject to performance evaluation and assessment (daily, weekly, and monthly) of the NCMH Nutritionist – Dietitian’s (NDs) and will be coordinated through the winning food service provider representative. The NCMH Nutrition and Dietetics Section (NDS) Chief will approve and review the said performance rating. The winning food service provider shall allow NCMH authorized representatives to inspect facilities, equipment and premises at any time for the</p>

duration of the effectivity of the Contract to ensure satisfactory and courteous service, safe, sanitary and clean facilities in the entire area (kitchen, stockroom, and its immediate premises).

duration of the effectivity of the Contract to ensure satisfactory and courteous service, safe, sanitary and clean facilities in the entire area (kitchen, stockroom, and its immediate premises).

NOTE: STICK TO THE REQUIREMENT. IT WAS BASED ON PREVIOUS REQUIREMENT AND CURRENTLY IMPLEMENTED PROCEDURE ON WEEKLY / MONTHLY EVALUATION.

A. Qualification/Requirements of the Food Service Provider

The winning food service provider shall:

2. 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.
3. Have at least two (2) owned or contracted air-conditioned food delivery vans for perishable items.
4. Have at least three (3) owned or contracted closed food delivery vans for the meal distribution.
5. Have at least eight (8) Registered Nutritionist-Dietitians. Two (2) RNDs per meal distribution (breakfast, lunch and supper) and Two (2) additional RNDs to cover for non-working days of other RNDs to ensure proper manning most especially during tray line and food distribution. RNDs must have an updated PRC license and an updated health certificate.

A. Qualification/Requirements of the Food Service Provider

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3. Have at least two (2) owned or contracted air-conditioned food delivery vans for perishable items.
- 4. Have at least three (3) owned closed food delivery vans (owned and duly registered).**
5. Have at least eight (8) Registered Nutritionist-Dietitians. Two (2) RNDs per meal distribution (breakfast, lunch and supper) and Two (2) additional RNDs to cover for non-working days of other RNDs to ensure proper manning most especially during tray line and food distribution. RNDs must have an updated PRC license and an updated health certificate. **(Basis: DOH Nutrition and Dietetics Manual 2019-Staffing Pattern)**

2. Technical Package

Meal	Caloric Distribution	Component
Breakfast	700 kcal	Fruit, viand, rice or alternatives, and beverage
Lunch	700 kcal	Soup, viand, vegetable dish, rice or alternative, fruit/dessert.
Afternoon Snacks	200 kcal	Pasta, noodles, root crops, breads, and sandwiches
Supper	600 kcal	Soup, viand, vegetable dish, rice or alternative, fruit/dessert.

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Afternoon Snacks	200 kcal	Pasta, noodles, root crops, breads, and sandwiches
Supper	600 kcal	Soup, viand, vegetable dish, rice or alternative, fruit/dessert.

TOTAL CALORIE IN A DAY	2200 kcal		TOTAL CALORIE IN A DAY	2200 kcal	
			<p><u>NOTE: STICK TO THE REQUIREMENT. IN ACCORDANCE TO THE STANDARDS SET FROM THE PHILIPPINE DIETARY REFERENCE INTAKE (PDRI) AND DOH AO NO. 2022-0020</u></p>		
<p>1.1. Regular Diet Terms and Conditions: 1. Regular diet must be served with one serving of fresh fruit per meal daily; 3. Soup must be provided every meal especially for dry foods (e.g. fried chicken, shanghai, etc.). 4. Serving of sweet products, sugar-based item and pastry as dessert is prohibited.</p>			<p>1.1. Regular Diet Terms and Conditions: 1. Regular diet must be served with one serving of fresh fruit per meal daily; 3. Soup must be provided every meal especially for dry foods (e.g. fried chicken, shanghai, etc.). 4. Serving of sweet products, sugar-based item and pastry as dessert is prohibited.</p> <p><u>NOTE: STICK TO THE REQUIREMENT</u></p>		
<p>1.2. Person with Diabetes 5. Serving of sweet products, sugar-based item/beverages and pastry as dessert is not allowed. 7. Soup must be provided every meal especially for dry foods (e.g. fried chicken, shanghai, etc.).</p>			<p>1.2. Person with Diabetes 5. Serving of sweet products, sugar-based item/beverages and pastry as dessert is not allowed. 7. Soup must be provided every meal especially for dry foods (e.g. fried chicken, shanghai, etc.).</p> <p><u>NOTE: STICK TO THE REQUIREMENT</u></p>		
<p>1.3. Soft Diet 1. 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.</p>			<p>1.3. Soft Diet 1. 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.</p> <p><u>NOTE: STICK TO THE REQUIREMENT</u></p>		
<p>1.4. Other Modified Diets 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). c. Soup must be provided every meal especially for dry foods (e.g. fried chicken, shanghai, etc.).</p>			<p>1.4. Other Modified Diets 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). c. Soup must be provided every meal especially for dry foods (e.g. fried chicken, shanghai, etc.).</p> <p><u>NOTE: STICK TO THE REQUIREMENT</u></p>		
<p>1.5. Other Requirements a. Egg supplementation will be provided by NCMH-NDS based on the number of request reflected on the diet list per day. The winning food service provider shall ensure that it will be served to the intended service users and must be placed inside the bento box.</p>			<p>1.5. Other Requirements a. Egg supplementation will be provided by NCMH-NDS based on the number of request reflected on the diet list per day. The winning food service provider shall ensure that it will be served to the intended service users and must be placed inside the bento box.</p>		

	<u>NOTE: STICK TO THE REQUIREMENT</u>
2. Bento Box 2.1. Meals for Breakfast The winning food service provider shall ensure the collection, sanitation and drying. They shall provide the disposable cups with lids (beverage).	2. Bento Box 2.1. Meals for Breakfast The winning food service provider shall ensure the collection, sanitation and drying. They shall provide the disposable cups with lids (beverage). <u>NOTE: STICK TO THE REQUIREMENT</u>
4. Meal Schedule And Distribution 4.2 The winning food service provider shall provide three (3) closed delivery vans that will distribute all packed meals to the different pavilions. The delivery vans should be cleaned and sanitized before and after use to ensure that proper hygienic practices are implemented at all times.	4. Meal Schedule And Distribution 4.2 The winning food service provider shall provide three (3) closed delivery vans that will distribute all packed meals to the different pavilions. The delivery vans should be cleaned and sanitized before and after use to ensure that proper hygienic practices are implemented at all times. <u>NOTE: STICK TO THE REQUIREMENT</u>
6. Cooking Equipment 6.1. The winning food service provider shall be responsible for the provision of the basic requirements necessary to the production operation, such as but not limited to the following: a. Cooking equipment; b. Cooking wares and utensils; c. Refrigerator; d. Freezer; e. Fire extinguishers; f. Grease trap 6.2. The winning food service provider shall prepare and cook all meals (breakfast, lunch, snack and supper) at the designated NCMH kitchen facility in order to avoid food spoilage or delay in food delivery.	6. Cooking Equipment 6.1. The winning food service provider shall be responsible for the provision of the basic requirements necessary to the production operation, such as but not limited to the following: a. Cooking equipment; b. Cooking wares and utensils; c. Refrigerator; d. Freezer; e. Fire extinguishers; f. Grease trap 6.2. The winning food service provider shall prepare and cook all meals (breakfast, lunch, snack and supper) at the designated NCMH kitchen facility in order to avoid food spoilage or delay in food delivery. <u>NOTE: STICK TO THE REQUIREMENT</u>
IV. Technical Logistics and Organizational Competence A. Registered Nutritionist-Dietitian b. At least three (3) years of relevant trainings on HACCP, Food Safety and Sanitation and other trainings related to food service operations.	IV. Technical Logistics and Organizational Competence A. Registered Nutritionist-Dietitian b. <u>With</u> relevant trainings on HACCP, Food Safety and Sanitation and other trainings related to food service operations.
H. Operations Manual and Contingency Plan 1. The winning food service provider shall provide a copy of the company's operation manual and contingency plan in the events such as natural calamity/disaster (fire, flooding etc.), accidents with damage to property and no electricity or water supply available.	H. Operations Manual and Contingency Plan 1. The winning food service provider shall provide a copy of the company's operation manual and contingency plan in the events such as natural calamity/disaster (fire, flooding etc.), accidents with damage to property and no electricity or water supply available for NCMH.

PUBLIC BIDDING FOR SECURITY SERVICE OUTSOURCING Y 2023

• ON PRICE SCHEDULE	• ON PRICE SCHEDULE
Days worked per week : 7 Days	Days worked per week : 7 Days
No. of days/year PADPAO RATE : 394.40	No. of days/year PADPAO RATE : 394.40
Amount to Guard	Amount to Guard
New Daily Wage (DW)	New Daily Wage (DW)
Ave. Pay/Month (DW x No. of Days per Year /12)	Ave. Pay/Month (DW x No. of Days per Year /12)
Night Differential Pay (Ave. Pay/Month x 10% x 1/3) (x1 / 2)	Night Differential Pay (Ave. Pay/Month x 10% x 1/3) (x1 / 2)
13 th Month Pay (DW x 365/12/12)	13 th Month Pay (DW x 365/12/12)
5 days Incentive Pay (DW x 5/12)	5 days Incentive Pay (DW x 5/12)
Uniform Allowance (RA. 5487)	Uniform Allowance (RA. 5487)
Overtime Pay	Overtime Pay
Amount to Government In favor of Guards	Amount to Government In favor of Guards
Retirement Benefit (RA 7641) (DW x 22.5 / 12)	Retirement Benefit (RA 7641) (DW x 22.5 / 12)
SSS Premium (January 2021)	SSS Premium (January 2021)
SSS Mandatory Provident Fund	SSS Mandatory Provident Fund
Philhealth Contribution (January 2022)	Philhealth Contribution (January 2022)
State Insurance Fund	State Insurance Fund
Pag-Ibig Fund	Pag-Ibig Fund
A. TOTAL AMOUNT TO GUARD & GOVT.	A. TOTAL AMOUNT TO GUARD & GOVT.
B. AGENCY FEE	B. AGENCY FEE (Not less than 10% but not more than 20%)
Administrative Overhead and Margin	Administrative Overhead and Margin
C. VALUE ADDED TAX	C. VALUE ADDED TAX
(Agency Fee x 12% VAT-RMC - 39-2007)	(Agency Fee x 12% VAT-RMC - 39-2007)

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:	Hospital Food Service for NCMH – Main Service Users (Breakfast, Lunch, Dinner and Snacks)
	Laundry Outsourcing Service (Wash, Dry, Iron & Fold)
	300 MBPS Fiber Optic Leased Line Internet Service for Hospital-Wide Operations
	Pest Control Outsourcing Service
	Rental of 18 units of Photo Copier Machine
BLACK:	Janitorial Outsourcing Service
	Security Outsourcing Service

G. All other provisions on the bidding documents which are not affected shall remain in effect.

H. Prospective bidders must send a request in conducting Site Survey.

I. The deadline for **Submission and Opening of Bids** is scheduled on **November 8, 2022 (Tuesday), 9:00 AM**, at the **PAG-ASA Hall**, National Center for Mental Health Compound, Mandaluyong City.

J. Any bid submitted after the deadline for submission shall be declared “**LATE**” and shall NOT be accepted.

K. 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