



National Center for Mental Health

SUPPLEMENTAL BID BULLETIN

ADDENDUM NO. 1

PUBLIC BIDDING FOR THE PROCUREMENT OF SUPPLEMENTARY PACKED MEALS FOR UNDERWEIGHT PATIENTS OF NCMH MAIN INCLUDING NCMH- CAMARIN EXTENSION FROM AUGUST 01- OCTOBER 22, 2021

This Supplemental Bid Bulletin No. 1 dated **June 21, 2021** is issued to clarify, modify or amend items in the Bid Documents. This shall form an integral part of the Bid Documents.

ISSUES	CLARIFICATION
<p style="text-align: center;"><u>FROM</u></p> <ul style="list-style-type: none"> ON PROJECT TITLE <p>PUBLIC BIDDING FOR THE PROCUREMENT OF SUPPLEMENTARY PACKED MEALS FOR UNDERWEIGHT PATIENTS INCLUDING NCMH- CAMARIN EXTENSION FROM AUGUST 01 – OCTOBER 22, 2021</p>	<p style="text-align: center;"><u>TO</u></p> <ul style="list-style-type: none"> ON PROJECT TITLE <p>PUBLIC BIDDING FOR THE PROCUREMENT OF SUPPLEMENTARY PACKED MEALS FOR UNDERWEIGHT PATIENTS <u>OF NCMH MAIN</u> INCLUDING NCMH- CAMARIN EXTENSION FROM AUGUST 01 – OCTOBER 22, 2021</p>
<ul style="list-style-type: none"> ON SECTION III: BID DATA SHEET <p>Under ITB Clause 21.2</p> <p>d. Notarized Letter of Assurance from the Bidder on the Availability of Stocks</p> <p>e. Certificate of Good Performance [for current service provider, it shall be issued by the Head of the Procuring Entity/ Medical Center Chief II of NCMH, for the current year. For non-current service provider, certificate issued from other Hospital or agencies are acceptable (at least SATISFACTORY RATING)]</p>	<ul style="list-style-type: none"> ON SECTION III: BID DATA SHEET <p>Under ITB Clause 21.2</p> <p>d. Notarized Letter of Assurance from the Bidder on the Availability of Stocks (NOT APPLICABLE)</p> <p>e. Certificate of Good Performance [for current service provider, it shall be issued by the Head of the Procuring Entity/ Medical Center Chief II of NCMH, for the current year. For non-current service provider, certificate issued from other Hospital or agencies are acceptable (at least SATISFACTORY RATING)]</p>
<ul style="list-style-type: none"> ON SECTION VII: TECHNICAL SPECIFICATIONS <p>Under Item A. Food and Technical Package</p> <p>1. Menu</p> <p>a. The winning bidder shall follow the one-month cycle menu for supplementary in regular and modified diet</p>	<ul style="list-style-type: none"> ON SECTION VII: TECHNICAL SPECIFICATIONS <p>Under Item A. Food and Technical Package</p> <p>1. Menu</p> <p>a. The winning bidder shall follow the one-month cycle menu in regular and modified diets that stipulates 500</p>

"There is no Health without Mental Health"

that stipulates 500 kilocalories prepared by NCMH Nutrition and Dietetics Section.

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The one-month cycle menu would be provided to the winning bidder thirty days in advance before the actual implementation commence. **Raw materials / ingredients to be used** in the menu are affordable, accessible and available year-round, to ensure that the winning provider would be free from any problems that may encounter from unforeseen and unavoidable circumstances.

2. Meal Schedule and Distribution

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c. Winning bidder shall ensure that damages / spoilage of prepared supplementary food are prevented during transit to all pantries. Sufficient and sanitary transporting equipment such as suitable delivery food service crates shall be provided by the winning bidder.

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To ensure the foods served are clean, safe and according to standard nutritional requirement, NCMH Nut-Dietitians are always ready and available in all the pavilions that will be catered for supplementary food. Tasting and checking of the quality of snacks to be served would be an utmost priority for every ND on duty. Food Evaluation Form would be accomplished daily and it would be the basis for any sanction / penalty.

Under Item B. Technical Logistics and Organizational Competence

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1. Cooks and Food Service Handlers

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a. The winning bidder cooks and food service handler must comply with the city health office requirement of securing health certificate. Checking of health certificate will be done randomly to ensure that it matches with the list of currently employed food handlers.

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b. The winning bidder cooks and food service handlers must wear personal protective equipment such as gloves, white caps, apron, appropriate working shoes and face mask during preparation until the delivery of the supplementary into NCMH different parties including Camarin Extension.

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	<ul style="list-style-type: none"> • <u>Registered Nutritionist-Dietitian is not a mandatory requirement</u> for prospective bidders since the menu and its nutritional content are prepared by NCMH Nut- Dietitians. • <u>Certified Food Safety Compliance officer is a must</u>, to ensure compliance with RA 10600 known as the Food Safety Act of 2013.
<ul style="list-style-type: none"> • ON SCHEDULE OF REQUIREMENTS <p>Under Quantity 83 Days (August 01 – October 22, 2021)</p>	<ul style="list-style-type: none"> • ON SCHEDULE OF REQUIREMENTS <p>Under Quantity 83 Days (August 01 – October 22, 2021) <u>Average of 650 packed meals per day</u></p>

Other Issues:

1. Failure to Deliver on Time

As indicated in our Terms of Reference, the delivery time of the Supplementary should be from 1:30pm to 2:00pm. Failure to abide so will lead to different level of sanctions as indicated below:

- 1.1. Delivery between 2:01pm to 2:30pm will be charge of 1% of the total on the day contract price.
- 1.2. Delivery between 2:31pm to 3:30pm will be charge of 2% of the total on the day contract price.
- 1.3. Delivery between 3:31 to 4:00pm will be charge of 5% the total on the day contract price.
- 1.4. Delivery beyond 4:01pm will be charge to rejection of delivery.

2. Report of Food Spoilage

As written in our Terms of Reference, the winning bidder shall seek daily approval and taste test to the NCMH Nutrition and Dietetics Service prior to the distribution of the supplementary to different NCMH Pavilion pantries. Incident of spoilage will lead to the following sanctions:

- 2.1. **First Offense-** written warning and rejection of the food prepared.
- 2.2. **Second Offense-** winning bidder will be charged 10% of the total on the day contract price accompanied by rejection of the food prepared.
- 2.3. **Third Offense-** Termination and rejection of the food prepared.

3. Below Specification

It will be strictly monitored that the winning bidders should prepare afternoon snacks with 500kcal. Failure to do so will compromise the needs of the patients and its objective to provide weight gain for the patients who are nutritionally ill. Because of the that, strictly 500kcal will be imposed. Failure to do so will lead to following sanctions:

- 3.1. **First Offense-** when the winning bidder failed to provide below 500kcal three (3) times within 83 days, will charged with 2% of the total on the day contract price.
- 3.2. **Second Offense-** when the winning bidder failed to provide below 500kcal for the fourth (4th) time within 83 days, will charged with 5% of the total on the day contract price.

3.3. Third Offense- when the winning bidder failed to provide below 500kcal for the fifth (5th) time within 83 days, it will be charged with termination of contract.

Other Matters:

- A. *Eligibility requirements and technical proposal* should be in *one folder* and *financial proposal* in a *separate folder*, with shoelace on top or ring binded instead of fastener, table of contents and index tabs in words, not numbers.
- B. *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”**
- C. Documents should be arranged chronologically according to the checklist issued.
- D. Color code for folders and envelope: **WHITE**
- E. All other provisions on the bidding documents which are not affected shall remain in effect.
- F. The deadline for **Submission and Opening of Bids** is scheduled on **June 28, 2021, 9:00 AM, Monday** at the **BAC Conference Room**, National Center for Mental Health Compound, Mandaluyong City.
- G. Any bid submitted after the deadline for submission shall be declared **“LATE”** and shall NOT be accepted.
- H. The BAC shall open the bids immediately after the deadline for submission and receipt of bids.

For the information and guidance of all concerned.


ALDEM C. CUYOS, MD, FPPA, IFAPA
Chairperson, Bids & Awards Committee