

**BIDDING FOR THE PROCUREMENT OF HEALTH CARE SERVICES FOR THE BASES
CONVERSION AND DEVELOPMENT AUTHORITY (BCDA) FOR CALENDAR YEAR 2020-2021**

BID BULLETIN NO. HC- 2020-001

This Bid Bulletin clarifies the queries that were raised during the Pre-Bid Conference, with online coverage, held on 02 July 2020 at 01:30 PM at the BCDA Corporate Center and queries sent through an email by prospective bidders as well as other matters relative to the **PROCUREMENT OF HEALTH CARE SERVICES FOR THE BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA) FOR CALENDAR YEAR 2020-2021.**

1. General Queries

Queries	Clarifications
1. Can BAC-G clarify the list of services for the Annual Physical Examination (APE) to be provided by the winning bidder? The list is different from last year's technical requirement for the Health Care Services Provider.	BCDA has considered the current public health condition in the country. For this year, BCDA has decided that its employees must have a more comprehensive APE since they cannot even consult their physicians or seek medical treatment because of the on-going public health crisis.
2. Can bidders pay the bidding documents, bid security, performance security, etc. online?	Yes. The bidders can purchase the bidding documents, pay the bid security and performance security online using bank-to-bank fund transfer method. Interested bidders shall inform the BAC-G via e-mail that it chooses to purchase the bidding documents, pay the bid security and/or performance security online. BAC-G will coordinate with the bidder and provide the necessary steps and procedures in paying BCDA online. Once the online payment by the bidder is verified by BCDA, BCDA shall issue an Official Receipt (OR) and email a scanned copy of the OR to the bidder. In turn, the bidder shall acknowledge receipt of the scanned copy of the OR to the BAC-G Secretariat. Afterwards, the bidder can claim the original copy of the OR from the BCDA cashier anytime during regular business hours. The bidder shall include the scanned copy of the OR in the submission of his bid documents.

<p>3. How will the bidders submit their proposal? Can the bidders send the bid proposal through email or will BCDA only accept a physical submission of the envelope containing the proposal?</p>	<p>BCDA has requested the GPPB for clarifications on the GPPB Resolution No. 09-2020 providing the guidelines for online submission and opening of bids which it issued on account of the current pandemic situation. While the response of the GPPB is still pending, and in order not to unnecessarily stall the procurement process in view of the requirements of BCDA, the BAC-G has decided to adopt for the meantime the regular process of submission of bids. Thus, for this purpose, the bidders are required to submit their eligibility requirements, technical and financial proposals to the BCDA Corporate Center in BGC, Taguig City. Please be assured that BCDA follows and implements a strict company health protocol which includes the disinfection of all documents, especially external documents, and the BCDA premises, on a regular basis.</p>
<p>4. Can you clarify the additional eligibility documents as shown in the Bid Data Sheet?</p>	<p>The following additional eligibility documents as shown in the Bid Data Sheet are not anymore part of the eligibility requirements but are now additional technical specifications:</p> <ol style="list-style-type: none"> 1) Clearance to Operate as an HMO from the Bureau of Health Facilities and Services of the Department of Health (DOH) and/or License to operate issued by the Insurance Commission (IC), in the case of insurance companies; and 2) List of accredited hospitals and clinics, with corresponding list of accredited doctors.
<p>5. If bidders choose to avail the bid documents online instead of getting them from the BCDA Office, how will bidders receive bid documents online?</p>	<p>Bid Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of BCDA (www.bcda.gov.ph).</p>

	<p>Only those who paid for the bid documents are entitled to submit bids and participate in the bidding.</p>
<p>6. Is it possible for a bidder to attend the opening of the bids online?</p>	<p>Yes. Bidders have the option to attend the bid opening either by themselves or their representatives' physical presence at the designated venue or virtual presence via video conferencing through Google meet. An email invitation will be sent to bidders who purchased the bid documents.</p>
<p>7. How safe are the bid documents from the virus once they are opened during the bid opening?</p>	<p>BCDA is following a strict health protocol and has put in place a disinfection procedure/area to disinfect all external documents. Thus, BCDA assures the bidders that the Bid Documents are safe during the Bid Opening.</p>
<p>8. How will BAC-G conduct the post-qualification during the GCQ?</p>	<p>The BAC-TWG and representatives shall conduct the post-qualification activities provided under the Revised IRR of RA 9184 and GPPB Resolutions with utmost care and mindful of all the precautionary measures and health safety protocols that the government enjoins to be observed. The interview with the key officers of the bidder subject to post qualification will be done via video conferencing. For this purpose, the bidder shall submit the email addresses of its concerned officers and managers to be interviewed prior to the post qualification.</p> <p>Also, the bidder must ensure that the original copies of the bid documents submitted to BCDA shall be disinfected prior to its inspection by the BAC-G. The bidder shall prepare and reserve a well- ventilated and spacious room, making social and physical distancing possible, where the inspection of the said original documents will be held.</p> <p>Finally, BAC-G TWG/representatives and bidder's representatives are enjoined to wear a facial mask,</p>

	in good health condition, and maintain physical distancing during the post qualification process.
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2. Clarifications

- a. The approved budget for this project is **FIVE MILLION FOUR HUNDRED THOUSAND PESOS (Php 5,400,000.00)** or Php 40,000.00 per principal member, inclusive of all government and applicable fees and taxes.
- b. A complete set of Bidding Documents may be acquired by interested Bidders from the address below starting **25 June 2020** up to 16 July 2020 from 8:00 AM to 5:00 PM and until 12:00 PM on 17 July 2020, except Saturdays, Sundays and Holidays, upon payment of a non-refundable fee, in cash or manager's check, of **Ten Thousand Pesos Only (Php 10,000.00)**.
- c. The bid should not be more than the ABC, otherwise the bidder will be disqualified.
- d. The bidders must be registered with PhilGEPS under Platinum Membership, otherwise the bidders will be rated failed which shall result in declaring them as "ineligible".
- e. The bid documents can be accessed from the PhilGEPS and BCDA websites.
- f. Statement of Bidder of all on-going and completed government or private contracts shall include all such contracts within the past three (3) years (June 2017 to June 2020) prior to the deadline for the submission and receipt of bids.
- g. (FORM SF-GOOD-13a) Statement of ALL ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.

The Statement of All Ongoing Contracts shall indicate, for each contract, the following:

1. name of the contract;
2. date of the contract;
3. contract duration
4. owner's name and address;
5. kinds of Goods;
6. amount of contract and value of outstanding contracts; and
7. date of delivery.

Statement of all ongoing contracts requirement is merely a "statement" of all ongoing contracts. It refers to a "statement" to be made by the bidder relative to all

its ongoing government and private contracts, and not the actual submission of the physical NOA, NTP or Contracts.

- h. (FORM SF-GOOD-13a) Statement of at least one (1) COMPLETED government and/or private contracts which is similar in nature supported with any of the following documents: (in accordance with Clause 5.4 of the BDS):
1. End User's Acceptance; or
 2. Sales Invoice; or
 3. Official Receipt of the last payment received.

One (1) completed contract of similar nature whose contract amount is at least 50% of the ABC or two (2) similar contracts, the aggregate contract amount of which is at least 50% of the ABC is acceptable.*

- i. The bidders must follow and be guided by the checklist of requirements as discussed during the pre-bid conference. The bidders must also use the revised forms of the 1) Ongoing and Completed Contracts and 2) Statement of Single Largest Completed Contract.* These are all attached herewith as **Annex A**.
- j. The necessary bid bulletin shall be posted in PhilGEPS and BCDA website on 09 July 2020. However, only those who purchased the bidding documents are entitled to directly receive a copy of the Bid Bulletin by email.
- k. Only those bidders who purchased the bid documents are allowed to submit their bids.
- l. The computation of the bid security shall be based on the Approved Budget for the Contract (ABC).
- m. The bidders may submit a notarized Bid Securing Declaration in lieu of other forms of bid security, up to the post qualification. It is important to note, however, that although the Bid Securing Declaration does not require cash, its enforcement shall include automatic blacklisting and payment of certain fines in the event that the bidder violates any of the conditions set forth in the bidding documents.
- n. NFCC Computation shall be based on the audited Financial Statements for the year 2018, using the computation provided in the Instruction to Bidders, and should be at least equivalent to the ABC.
- o. The bidders are requested to use tabs in compiling their bid documents for quick and easy identification and verification.
- p. Please be guided by the revised schedule of bidding activities, as shown in the table below:

No.	ACTIVITIES	DATE/SCHEDULE (2020)
1	Pre-Procurement Conference	19 June 2020
2	Posting / Publication of Invitation to Bid	25 June 2020
3	Issuance of Bidding Documents	25 June 2020
4	Pre-Bid Conference	01:30PM, 02 July 2020
5	Last Day of Clarification	06 July 2020
6	Issuance of Bid Bulletin	09 July 2020
7	Deadline for Submission of Bids for the ff: ● Eligibility Requirements ● Financial Proposal	12:00PM, 17 July 2020
8	Opening of the bids for the ff: ● Eligibility Requirements ● Financial Proposal Bidders may opt to attend opening of bids online. Invitation will be sent to bidders and concerned parties.	02:00PM, 17 July 2020
9	Bid Evaluation (TWG's detailed evaluation of the submitted bids)	17 July 2020
10	Sending of Letters to the Bidder with LCB or succeeding LCB (if any)	20 July 2020
11	Post Qualification on the Bidder with LCB or succeeding LCB (if any)	21-22 July 2020
12	Deliberation of Results of Post qualification	23 July 2020
13	Issuance of BAC's Recommendation (based on the result of Post Qualification)	24 July 2020
14	Approval of BAC Resolution and Issuance of Notice of Award*	On or before 28 July 2020
15	Issuance of Notice to Proceed	On or before 31 July 2020

**subject to change*

3. Reminders

- a. BCDA adheres to the "No-Contact Rule". All clarifications shall be made in writing and addressed to the BAC-G Secretariat.
- b. Visiting or calling the members of the BAC, the TWG, the Secretariat or anyone working for BCDA is not allowed and will not be entertained.

- c. Dates, in the absence of any qualifications, are meant to be calendar days. Calendar days include Saturdays, Sundays and Holidays.
- d. The **deadline for the submission of bids for the PROCUREMENT OF HEALTH CARE SERVICES FOR THE BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA) FOR CALENDAR YEAR 2020-2021 is on 17 July 2020 (Friday) at 12:00 PM** at the BCDA Central Receiving and Releasing Area (CRRA) located at the 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City. The computer system clock, set at Philippine Standard Time (PhST), shall be used as a reference in determining the time for the submission of bids. Hence, participating bidders are advised to synchronize their timepieces with the said computer system clock. **Late bids or those submitted after 12:00 PM of 17 July 2020 shall not be accepted.**
- e. Bidders may submit their eligibility documents days ahead of the deadline for submission in order to avoid late submission.
- f. **Bid opening shall be on 17 July 2020, Friday, at 02:00 PM** at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City and via Video Conferencing through Google Meet. Bids will be opened in the presence of the Bidders. Although the bidders' attendance during the Opening of Bids is not compulsory, it is advised that bidders send their representative to assist the BAC and answer clarifications, if any.
- g. Each and every page of the Bid Form must be appropriately signed by the bidder or the bidder's authorized representative. The authorization should also be attached. Failure to do so shall be a ground for the rejection of the Bid.
- h. All licenses, permits and other required clearances should be valid at the time of the submission of bids, Post-Qualification Evaluation, and signing of the contract
- i. The BAC expects the bidders to exercise due diligence in going through the bidding documents so that they can prepare their bids intelligently.
- j. The following documents are required to be NOTARIZED, which should be duly sworn to and include complete information on the PTR No., MCLE No., Authority or Commission Number, etc.:
 - 1. Omnibus Sworn Statement
 - 2. Bidder's Representative Authorization (as provided in Paragraph 2 of the Omnibus Sworn Statement)
 - 3. Bid Securing Declaration
- k. BCDA reserves the right to waive minor defects in forms and requirements as long as they do not affect the genuineness and authenticity of the documents submitted.


- I. BCDA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

Please be reminded that all queries after the release of this Bid Bulletin will not be entertained.

All provisions, conditions and statements in the bidding documents inconsistent with this Bid Bulletin are either modified or rendered ineffective, as the case may be.

Issued on 08 July 2020.

BIDS AND AWARDS COMMITTEE FOR GOODS


BGEN CARLOS F QUITA (Ret)
Chairperson

ANNEX A

CHECKLIST OF REQUIREMENTS

Each and every page of the Bid Form, including the Schedule of prices, under Section VIII hereof, shall be signed (full signature) by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid. They must be PROPERLY TABBED, AS FOLLOWS:

ELIGIBILITY AND TECHNICAL COMPONENT	
TAB A	<p><u>PhilGEPS Certificate of Registration under Platinum Membership</u> (with Annex A); or</p> <p><u>Class “A” Eligibility Documents: or.</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Registration Certificate</u> from Securities and Exchange Commission (SEC) for corporations, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives <input type="checkbox"/> <u>Current & Valid Mayor’s/Business Permit</u>, if expired a copy of the expired Mayor’s Permit and the Official Receipt as proof that the bidder has applied for renewal of the permit issued by the city or municipality where the principal place of business of the prospective bidder is located <input type="checkbox"/> <u>Valid Tax Clearance</u> per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR <input type="checkbox"/> <u>Latest Audited Financial Statements</u> stamped received by the BIR or its duly accredited and authorized institutions, for the preceding calendar year. <p><u>Combination</u> (PhilGEPS Certificate of Registration under Platinum Membership & Class “A” Eligibility Documents)</p> <p>Note: In case the bidder opted to submit their Class “A” Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184</p>

<p>TAB B</p>	<p><u>(SF-G&S-19A) Statement of all its ongoing government and private contracts,</u> including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and</p> <p><u>(SF-G&S-19B) Statement of Single Largest Completed Contract (SLCC)</u> similar in nature to the contract to be bid equivalent to at least fifty percent (50%) of the ABC or two (2) similar contracts with an aggregate amount equivalent to at least fifty percent (50%) of the ABC within three (3) years from the date of submission and receipt of bids.</p> <p>The two (2) statements required shall indicate for each contract the following:</p> <ul style="list-style-type: none"><input type="checkbox"/> name of the contract;<input type="checkbox"/> date of the contract;<input type="checkbox"/> contract duration;<input type="checkbox"/> owner's name and address;<input type="checkbox"/> kinds of Goods;<input type="checkbox"/> For Statement of Ongoing Contracts - amount of contract and value of outstanding contracts;<input type="checkbox"/> For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement;<input type="checkbox"/> date of delivery; and<input type="checkbox"/> end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements. <p>Note:</p> <ul style="list-style-type: none"><input type="checkbox"/> Statement of all ongoing contracts requirement is merely a "statement" of all ongoing contracts. It refers to a "statement" to be made by the bidder relative to all its ongoing government and private contracts, and not the actual submission of the physical NOA, NTP or Contracts.<input type="checkbox"/> The Statement of SLCC to be submitted by the bidder shall attach <u>ANY</u> of the following proof:<ul style="list-style-type: none">❖ end user's acceptance; or❖ official receipt of the last payment received; or❖ sales invoice
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<p>TAB C</p>	<p><u>Computation of Net Financial Contracting Capacity (NFCC)</u> in accordance with ITB Clause 5 (Section IX, Bidding Forms) OR <u>Committed Line of Credit</u> from a Universal or Commercial Bank at least equal to ten percent (10%) of the ABC to be bid.</p> <p>FORMULA: NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.</p>
<p>TAB D</p>	<p><u>Joint Venture Agreement</u> (JVA) in case the joint venture is already in existence, or Duly Notarized Statements from all the potential joint venture partners in accordance with Section 23.1(b) of the 2016 Revised IRR of RA 9184, if applicable.</p> <p>Each partner of the joint venture shall submit their respective PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of this IRR. 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 Audited Financial Statements.</p>
<p>TAB E</p>	<p><u>Bid Security</u> in ANY of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cash or Cashier's/Manager's Check issued by a Universal or Commercial Bank (2% of the ABC) or; <input type="checkbox"/> Bank Draft/Guarantee or Irrevocable Letter of Credit issued by a Universal or Commercial Bank. Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank (2% of the ABC) or; <input type="checkbox"/> Surety Bond with a Certificate from the Insurance Commission (5% of the ABC); or <input type="checkbox"/> Notarized Bid Securing Declaration <p>Note: The bid security shall be valid for one hundred twenty (120) calendar days from date of bid opening. Bid Data Sheet ITB Clause 18.2</p>

TAB F	<u>Conformity with Technical Specifications</u> , Section VII
TAB G	<u>Conformity with Schedule of Requirements</u> , Section VI
TAB H	<u>Notarized Omnibus Sworn Statement</u> in accordance with Section 25.3 of the 2016 Revised IRR of RA 9184, and using the form prescribed in Section VIII. Bidding Forms Note: The Omnibus Sworn Statement shall be accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable

FINANCIAL COMPONENT

TAB I	<u>Financial Bid</u> (use Section IX Bidding Forms) Financial Bid Forms shall be duly signed on each and every page by the principal bidder or the bidder's authorized representative. ABC: P _____ <i>(Inclusive of VAT and all applicable taxes and fees)</i>
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Sample Forms: Goods and Services for Ongoing and Completed Contracts

SF-G&S-19A

Statement of All Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started

Business Name : _____
Business Address : _____

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery
Government Contracts:							
1.							
2.							
Private Contracts:							
1.							
2.							
Total Amount:							

*Continue in a separate sheet if necessary..

Submitted by : _____
Signature over Printed Name of Authorized Representative

Date : _____

Note:

- If there is no ongoing contract including those awarded but not yet started, state none or equivalent term.
- The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).

SF-G&S-19B

**Statement of Single Largest Completed Contract (SLCC)
Similar in Nature to the Contract to be Bid**

Business Name : _____
Business Address : _____

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Amount of Contract	Date of Delivery

Submitted by : _____
Signature over Printed Name of Authorized Representative

Date : _____

Note:

This statement shall be supported by ANY of the following:

- End User's Acceptance; or
- Official Receipt of the last payment received; or
- Sales Invoice