



Republic of the Philippines  
Department of Health  
Metro Manila Center for Health Development  
**VALENZUELA MEDICAL CENTER**



**MINUTES OF THE PRE-BID CONFERENCE**  
**6 November 2025 @1:00 pm**  
**Public Bidding VMC No. 2026-003**  
**PROCUREMENT OF LINEN, LEASING AND LAUNDRY OUTSOURCE SERVICE**  
**OF VMC FOR CY 2026**

Present during the meeting were as follows:

**BIDS & AWARDS COMMITTEE:**

Ms. Shirlene V. Vianzon – Chairperson  
Mr. Edsel S. Martin – Vice-Chairperson  
Dr. Gene Rose B. Burgos – BAC Member  
Ms. Cherryl Ann Toyocan – BAC Member  
Mr. Juan B. Sapasap, Jr. - BAC Member  
Engr. Gerardo Lingat-Provisional Member  
Engr. Melvin Oro – Provisional Member

**BAC SECRETARIAT:**

Ms. Kristine Joy R. Manuel – OIC, BAC Secretariat  
Ms. Angelita B. Dayego  
Ms. Aileen Pacheco  
Ms. Kezia-Therese C. Medina  
Ms. Diana C. Pulido  
Ms. Aileen S. Cali– **In-Charge**  
Mr. Lester John Jake R. Divino

**PROSPECTIVE BIDDER/S:**

Ms. Cecile Diamzon – Medtecs International Corporation Limited  
Ms. Amy Gabriel – Medtrends Distributors Corporation  
Mr. Rusty Perez – Medtrends Distributors Corporation

**OBSERVER/TWG/END-USER:**

Mr. Alexander M. Palomaria, TWG- Outsourced Service	Ms. Rufina Vadil – Observer, Budget Section
Ms. Marissa J. De Leon, TWG- Outsourced Service	Ms. Almira Satumba – Observer, Finance Service
Mr. Roderick R. Balagtas – Observer, Procurement Section	Ms. Catherine F. Sofia – Observer, MMS
	Mr. Raymund Joe B. Macuana–Observer-Acctg. Section

The conference started at 1:00 pm and was presided by **Ms. Shirlene V. Vianzon**, Chairperson of Bids & Awards Committee (BAC), held at the BAC Office, 2<sup>nd</sup> Floor, Annex Building, Valenzuela Medical Center, Padrigal St., Karuhatan, Valenzuela City. She acknowledged the presence of all representatives of each prospective bidder, the members of the BAC, BAC Secretariat, TWG as well as the invited observers. She reminded everyone that the Committee strictly adheres to Republic Act No. 12009 and its Implementing Rules and Regulations or the New Government Procurement Act.

**BUSINESS MATTERS:**

- In accomplishing the Technical Specifications and Schedule of Requirements, state only the item that will be bid. **Kindly include your OFFER (Technical Specs) in the “Statement of Compliance” column and state “Comply” or “Not Comply”.**
- Bid Security will be forfeited if withdrawn during the validity period.
- CTC of documents by the bidder itself are acceptable provided that the bidder will submit the Omnibus Sworn Statement. (Note: State CTC based on original, photocopy, etc.)
- Any document or certification issued outside Philippines should be accompanied by the official red ribbon (authentication) by the Philippine Consular Office/Embassy where the subject document or certification is issued.
- Notice of Award will be **emailed** to winning bidders. The following day will be counted as 1<sup>st</sup> day of receipt.
- Modification of Bid is strictly prohibited. The description stated in the bid offer will be followed and cannot be amended

**“PHIC Accredited Healthcare Provider”**

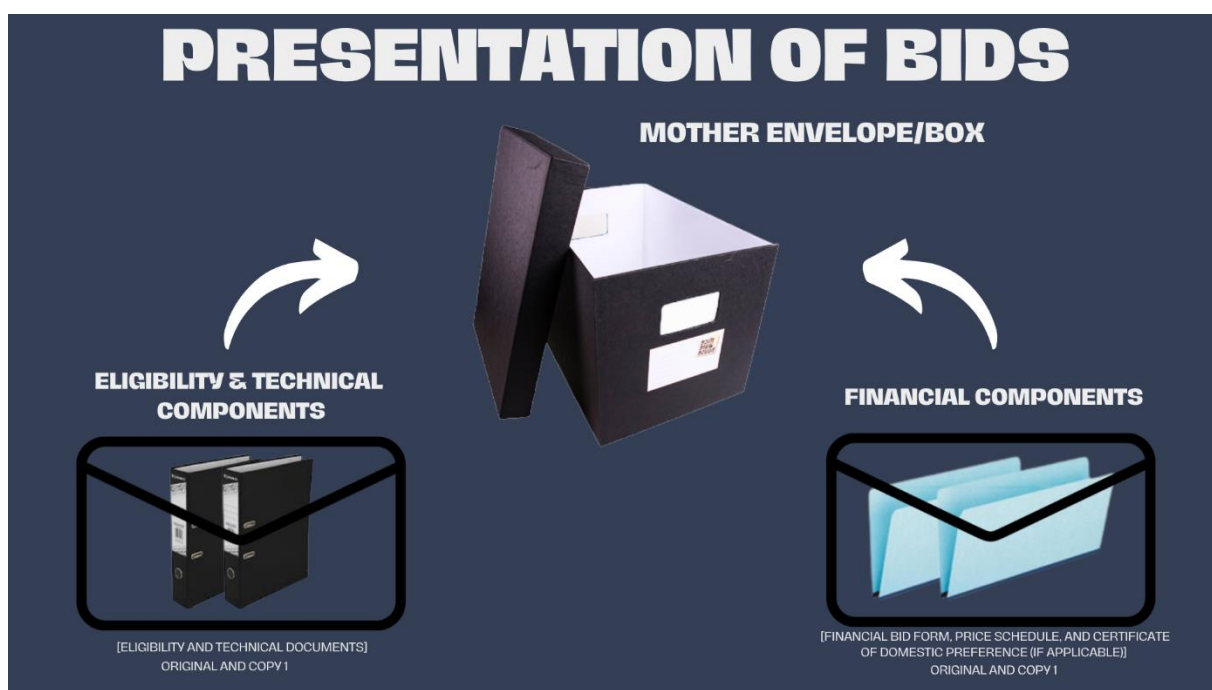
**“Valenzuela Medical Center...Where your health matters most”**



Address: Padrigal St., Karuhatan, Valenzuela City, 1441  
Telephone Nos: 8294-6711 to 17  
Director's Office Direct Line: 8291-4259  
Email Address: [valgen\\_hosp@yahoo.com](mailto:valgen_hosp@yahoo.com)  
Website: <https://vmc.doh.gov.ph/>

## PRESENTATION OF BIDS:

- Bidders shall submit their bids through their duly authorized representatives using the forms specified in the Bidding Documents in two (2) separate sealed envelopes, which shall be submitted simultaneously.
- Bidders shall enclose the “Original” and “Copy 1” of their Eligibility and Technical Documents in a separate envelope marked ELIGIBILITY and TECHNICAL COMPONENTS. The “Original” and “Copy 1” of their Financial Documents (Bid Form, Bid Offer & others) shall be enclosed in a separate envelope marked FINANCIAL COMPONENTS.
- These 2 envelopes shall be enclosed in any sealed box (preferably Data File Box) with a cover.
- No color preference for the Folders and Boxes.
- **All documents to be submitted as part of the Bid should be arranged in chronological order based in the Checklist provided by the BAC. Further, all bid proposals should be ring bound and tabulated in words. Failure to follow instructions will mean disqualification.**



### ➤ Documents Comprising the Bid: Technical and Financial Components

#### (I) TECHNICAL COMPONENT ENVELOPE including Eligibility Documents – 1<sup>st</sup> Envelope

- a. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with **Section 20** of the IRR;
- b. Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in **Section 52.4.1.3. of the New IRR of RA No. 12009**, within the relevant period as provided in the Bidding Documents; **and**  
**- Amount of the completed contract should be fifty percent (50%) of the total ABC of the Project.**
- c. Computation of Net Financial Contracting Capacity (NFCC); **or** A committed Line of Credit in the case of goods or services; **and**
- d. Statement of all its 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; **and**
- e. If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

- f. Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; **or** original copy of Notarized Bid Securing Declaration with validity period with ITB Clause 15; **and**
- g. Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- h. Original copy of Omnibus Sworn Statement (OSS); **and** accompanied by Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Notarized Special Power of Attorney in the case of Single Proprietorship;
- i. [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product. (If applicable)

## **(II) Financial Component Envelope – 2<sup>nd</sup> Envelope**

- j. Original of duly signed and accomplished Financial Bid Form;
- k. Original of duly signed and accomplished Price Schedule(s) in accordance of ITB Clause 13.1.
- l. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity. (If applicable)

## **ADDITIONAL REQUIRED DOCUMENTS (to be submitted during Post – Qualification Evaluation)**

1. CTC copy of Official Receipt as proof of payment of bidding documents.
2. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document.
3. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
4. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
5. The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR with **2024 ITR** or its duly accredited and authorized institutions, for online submission, an email confirmation from BIR for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission
6. Certificate of **Good Performance** from at least one (1) Government or Private Hospital/Agency except from Valenzuela Medical Center (**with at least Satisfactory Rating**) - CY 2024 to present
7. For SLCC - Proof of evidence for Single Largest Completed Contract (SLCC) – Purchase Order or Notice of Award or Contract Agreement
8. Certificate from the manufacturer to distribute their products or Exclusive Distributorship or any equivalent document
9. License to Operate (LTO), if applicable
10. Other necessary requirement stated in Terms of Reference (TOR)

**Project Title: PROCUREMENT OF LINEN, LEASING AND LAUNDRY OUTSOURCE  
SERVICE OF VMC FOR CY 2026**

Item No.	UOM	ITEM DESCRIPTION	QTY.	UNIT COST	TOTAL COST
1	months	Linen, Leasing and Laundry Outsource Service (13,000 kgs / month @ Php 55.00 / kg)	12	715,000.00	8,580,000.00
		<b>TOTAL ...</b>		<b>₱ 8,580,000.00</b>	

**LINEN LEASING AND LAUNDRY OUTSOURCED SERVICE  
TERMS OF REFERENCE**

**1. BACKGROUND / RATIONALE**

- 1.1 The Valenzuela Medical Center, a DOH retained Hospital and existing under the laws of the Republic of the Philippines, with office address at Padrigal St., Karuhatan, Valenzuela City is a tertiary medical center. Currently operates 150 beds and hospital support facilities for ancillary services. Much is still to be done to maximize its capacity for the provisions of quality healthcare service to the numerous patients it serves and will continually serve. Several operational systems had to evolve to align itself to the increasing demand for improved quality in patient care. It is in this context, that VMC recognizes the need to focus more on its core competency which is on direct patient hospital care.
- 1.2 Healthcare facilities such as hospitals are built with core competencies centered on medical and paramedical services leading towards hospital care services directly provided to patients whether on an in-patient or out-patient basis. While the laundry service is outsourced, the Institute continues to monitor and control linen inventory. The administration of linen services has demanded a lot in terms of investment costs for hospital linen, inconsistent turnaround time for availability of clean linen and increased manpower costs for housekeeping to help out in the linen section. The reality is that non-core processes, such as this, uses up time and effort notwithstanding the funding requirements which is influenced by the need to continuously improve efficiency and productivity.
- 1.3 Recognizing that linen and laundry service is not the core business of VMC, it has become imperative to consider other modes of improving operations without necessarily increasing the cost component.
- 1.4 It is in this regard that VMC acknowledges the need to outsource the Hospital Linen and Laundry Service to external entities who are qualified and well-equipped to provide such services.

**2. OBJECTIVES OF THE LINEN AND LAUNDRY SERVICE CONTRACTING**

The Hospital Linen and Laundry Service should be able to achieve the following objectives:

- 2.1 Financial Objectives:
- 2.1.1 Lower the effective cost of linen and laundry services for the hospital;
  - 2.1.2 Reduce the space requirement for linen services.
  - 2.1.3 Eliminate linen losses due to operational inefficiencies.

2.2 Operational Objectives:

- 2.2.1 Ensure availability of clean linen in all areas at all times;
- 2.2.2 Guarantee the cleanliness and hygienic quality of linen and beddings at all times.

3. GENERAL TECHNICAL SPECIFICATIONS

3.1 FABRIC COMPOSITION:

3.1.1 FOR REGULAR ROOMS

- FABRIC: 80-85% Polyester, 15-20% Cotton, includes bed Sheets, fitted sheets, pillow cases, seat covers and others, to be tested by Philippine Textile Research Institute, Bicutan at the expense of the Contractor. To be submitted as part of Post Qualification.

3.2 OTHER LINEN REQUIREMENT FOR REGULAR PATIENT ROOMS

- 3.2.1 Blanket, all colors, flannel fabric
- 3.2.2 Oxford Green and Blue – 100% Polyester (includes all linen for Operating Room and Radiology Staff)
- 3.2.3 Clothman, all color – 100% Polyester, for curtains (according to actual area measurement)
- 3.2.4 Minimat, all color – 100% Polyester, for table cloth
- 3.2.5 Bath Towel, Hand Towel, Bath Mat – all 100% cotton

3.3 DETAILED TECHNICAL SPECIFICATIONS

DESCRIPTION	SIZE (IN INCHES)	COLOR	QUANTITY
BED SHEET	108 x 72	WHITE	605 PCS
BATH TOWEL	54 X 27	WHITE	40 PCS
BATH TOWEL	54 x 27	BLUE	65 PCS
BATH TOWEL	54 x 27	GRAY	70 PCS
FITTED SHEET BIG	72 x 30 x 5	BLUE	10 PCS
FITTED SHEET SMALL	72 x 24 x 5	BLUE	40 PCS
FITTED SHEET	75 x 36 x 11	YELLOW	120 PCS
BLANKET, 3LBS	90 x 70	WHITE	15 PCS
LAP SHEET	<del>100 x 61</del> (120x81)	<del>EVEREST</del> GREEN	50 PCS
OR TOWEL, 1 PLY	30 x 20	<del>EVEREST</del> GREEN	320 PCS
OR TOWEL, 1 PLY	30 x 20	ROYAL BLUE	260 PCS
DRAW SHEET, 1 PLY	60 x 40	<del>EVEREST</del> GREEN	195 PCS
LEGGINGS	38 x 22	<del>EVEREST</del> GREEN	155 PCS
MAYO COVER	47 x 26	<del>EVEREST</del> GREEN	125 PCS
EYE SHEET	29 x 27	<del>EVEREST</del> GREEN	100 PCS
TRAY COVER		<del>EVEREST</del> GREEN	305 PCS
WRAPPER BIG, 2 PLY	80 x 50	<del>GRIEGE</del> GRAY/BEIGE	200 PCS
WRAPPER, 2 PLY	25 x 25	<del>CEL</del> LIGHT BLUE	100 PCS
WRAPPER, 2 PLY	40 x 40	<del>CEL</del> LIGHT BLUE	130 PCS

DESCRIPTION	SIZE (IN INCHES)	COLOR	QUANTITY
LAUNDRY BAG	44 x 44	<del>EVEREST</del> GREEN	16 PCS
WRAPPER BIG, 2PLY	59 x 59	NAVY BLUE	8 PCS
BED SHEET	108 x 72	<del>CEL</del> LIGHT BLUE	270 PCS
BED SHEET	108 x 72	<del>ELECTRIC</del> BLUE- GREEN	120 PCS
BED SHEET	108 x 72	PINK	105 PCS
BED SHEET	108 x 72	MINT GREEN	70 PCS
BED SHEET	108 x 72	NAVY BLUE	55 PCS
BED SHEET	108 x 72	<del>NKTI</del> NAVY BLUE	180 PCS
BED SHEET (MALONG)	STANDARD SIZE	MARUBINI-ICE (ANY PRINTED APPROVED BY END-USER)	45 PCS
BASSINET	29 x 16 x 4	<del>PANDA PRINT</del> (ANY PRINTED APPROVED BY END-USER)	105 PCS
BASSINET CRIB	29 x 16 x 4	<del>CIRCUS</del> BLUE (ANY PRINTED APPROVED BY END-USER)	50 PCS
FITTED SHEET	47 x 26 x 6	<del>CIRCUS</del> GREEN (ANY PRINTED APPROVED BY END-USER)	50 PCS
PILLOW CASE	20 x 30	YELLOW	105 PCS
PILLOW CASE	20 x 30	WHITE	55 PCS
PILLOW CASE	LARGE	MARUBINI-ICE (ANY PRINTED APPROVED BY END-USER)	100 PCS
PILLOW CASE	20 x 30	ROYAL BLUE	50 PCS
PILLOW CASE	20 x 30	NAVY BLUE	25 PCS
PATIENT LONG GOWN	20 x 30	LIGHT BLUE	30 PCS
PATIENT GOWN	LARGE, PRINTED	YELLOW	30 PCS
PEDIA GOWN	FREE SIZE	LIGHT BLUE	25 PCS
PATIENT GOWN – NICU	LARGE	PINK	180 PCS
PATIENT GOWN – ED	LARGE	<del>WILD</del> LIME COLOR	115 PCS
PATIENT GOWN – MEDICINE	LARGE	YELLOW	50 PCS
PATIENT GOWN – ICU	LARGE	ORANGE	50 PCS
PATIENT GOWN – OR / DR	LARGE	<del>JADE</del> GREEN	50 PCS
PATIENT GOWN – OB WARD	LARGE	<del>CEL</del> LIGHT BLUE	80 PCS
PATIENT GOWN – RADIOLOGY	LARGE	LIGHT BLUE	120 PCS
PATIENT GOWN – PMR	LARGE	BLUE	175 PCS
PATIENT GOWN	65 x 24 x 3	ROYAL BLUE	30 PCS
PATIENT GOWN REGULAR	MEDIUM	MINT GREEN	45 PCS
SURGICAL GOWN	LARGE	<del>EVEREST</del> GREEN	310 PCS
SCRUB SUIT SHIRT	SMALL	WHITE	55 PCS



DESCRIPTION	SIZE (IN INCHES)	COLOR	QUANTITY
SCRUB SUIT SHIRT	MEDIUM	<del>JADE</del> GREEN	60 PCS
SCRUB SUIT SHIRT	LARGE	<del>JADE</del> GREEN	60 PCS
SCRUB SUIT SHIRT	XL	<del>JADE</del> GREEN	60 PCS
PANTS	SMALL	<del>JADE</del> GREEN	60 PCS
PANTS	MEDIUM	<del>JADE</del> GREEN	60 PCS
PANTS	LARGE	<del>JADE</del> GREEN	60 PCS
PANTS	XL	<del>JADE</del> GREEN	60 PCS
LONG GOWN	LARGE	<del>JADE</del> GREEN	95 PCS
LONG GOWN	LARGE	PURPLE	100 PCS
LONG GOWN	LARGE	NAVY BLUE	100 PCS
FLAT SHEET	40 x 40	<del>MARUBINI</del> ICE (ANY PRINTED APPROVED BY END-USER)	30 PCS
SCRUB SUIT SHIRT FOR UTILITY - OR	SMALL, PRINTED W/ "HOUSEKEEPER"	LIGHT GRAY	30 PCS
SCRUB SUIT SHIRT FOR UTILITY - OR	MEDIUM PRINTED W/ "HOUSEKEEPER"	LIGHT GRAY	30 PCS
SCRUB SUIT SHIRT FOR UTILITY - OR	LARGE PRINTED W/ "HOUSEKEEPER"	LIGHT GRAY	30 PCS
SCRUB SUIT SHIRT FOR UTILITY - OR	XL PRINTED W/ "HOUSEKEEPER"	LIGHT GRAY	30 PCS
PANTS FOR UTILITY - OR	SMALL	LIGHT GRAY	30 PCS
PANTS FOR UTILITY - OR	MEDIUM	LIGHT GRAY	30 PCS
PANTS FOR UTILITY - OR	LARGE	LIGHT GRAY	30 PCS
PANTS FOR UTILITY - OR	XL	LIGHT GRAY	30 PCS
ANESTHESIA DRAPE	29 x 27, PRINTED W/ "ANESTHESIA"	ROYAL BLUE	100 PCS

**Note:**

\*\*\*The VMC may require additional linen items not included in the items above-mentioned, provided, a written notice shall be given by the VMC to the winning bidder. In addition, the VMC may also increase the quantity of linen items, as the need arises.

\*\*\*Colors may change subject to end-users and winning bidder's agreement.

\*\*\*All bedsheets and patients' gown must have printed VMC Logo; The rest must have silkscreen print of VMC Logo

3.4. The winning bidder will be responsible for supplying **brand new linen**. This ensures that patients maintain hygiene, cleanliness and comfort, contributing to the overall quality of care provided by the hospital.

**4. SCOPE OF SERVICES TO BE PROVIDED BY THE CONTRACTOR**

The CONTRACTOR shall be required to provide the following services:

**4.1 Laundry Service:**

- 4.1.1 Collection of soiled/dirty linen;
- 4.1.2 Provision of laundry push carts and laundry bags for soiled/dirty linen;
- 4.1.3 Daily monitoring of worn-out or damaged linen;
- 4.1.4 Daily monitoring of lost linen and accordingly establish proper accountability for such losses.

#### 4.2 Linen Service:

- 4.2.1 Always have personnel assigned to do linen and beddings replacement for  
The Nursing Units (in-patient) twelve (12) hours in seven days a week on two (2) shifts schedule;
- 4.2.2 Make available the daily supply of clean, quality linen with specifications and  
Quantity to be provided by the Institute;
- 4.2.3 Availability of linen to consider replacement or repair of any damaged or Worn-out stock in accordance with the requirements of the Institute;
- 4.2.4 Ensure linen inventory equivalent to four (4) sets, one (1) set for on-line use,  
one (1) set in transit, one (1) set at the laundry facility, and one (1) set on the shelf and 20% buffer.
- 4.2.5 Linen must be the same color at all times and shall replace faded or decolorized items due to frequent usage and washing.

#### 4.3 Management Service:

- 4.3.1 Provide manpower in the Institute to perform collection, delivery, storage, and supplies monitoring;
- 4.3.2 Provide cabinets/shelving where linen items shall be properly and orderly kept;
- 4.3.3 Adhere to the quality standards set by the Hospital Infection Control relative to hospital linen particularly on the hygienic, sanitary and germ-free conditions of the linen as well as its facilities both for storage and laundry service.

#### 4.4 Other Service:

- 4.4.1 Submit a Monthly Report on Linen and Laundry Services, the format and contents of which shall be agreed upon with the Housekeeping Section and Accounting Division;
- 4.4.2 Advise the Institute on areas for improvement for a more responsive service;
- 4.4.3 Conduct regular meetings with copy of minutes of meetings made by the proponent and submitted to the head of Hospital Admin.

#### 4.5 Evaluation

- 4.5.1 The Supplier that previously served Valenzuela Medical Center must secured Satisfactory Certificate from the end-user

### 5. OBLIGATIONS OF THE CONTRACTOR

The CONTRACTOR shall be required to perform the following:

- 5.1 To ensure the availability of clean and hygienic hospital linen throughout the contract period including ordinary working days, weekends and holidays. Accordingly, clean hospital linen should be available 24 hours a day, 7 days a week.
- 5.2 To provide skilled personnel experienced in the linen and laundry management necessary for the proper and timely execution of works.



- 5.3 To be responsible for any accident or injury caused to any of its employees including those under its direct or indirect supervision, sub-contractors and casual labor force.
- 5.4 To be exclusively, directly, and immediately responsible for any loss or damage that may occur to, or be sustained by Hospital and its personnel and guests, including properties.
- 5.5 To provide for all consumable items necessary for their performance related to linen and laundry services, including office and IT supplies.
- 5.6 To see to it that the facilities assigned to them are kept clean at all times without structural damage except due to ordinary wear and tear.
- 5.7 To conform to all housekeeping and security procedures and policies of Hospital, and such other measures which may be issued to ensure cleanliness and safety of all concerned.
- 5.8 To pay all taxes, duties and fees which become payable in accordance with Philippine Regulations. The CONTRACTOR shall comply with the regulations, orders, decrees and directives issued by any governmental authority or agency having jurisdiction over its activities.
- 5.9 The CONTRACTOR shall not assign or sub-let the contract of any part thereof without prior written approval of Hospital
- 5.10 The CONTRACTOR shall provide the following for its exclusives use:
  - 5.10.1 Telephone and similar communication system;
  - 5.10.2 Personal computers and printers;
  - 5.10.3 Other office equipment.

## **6. OBLIGATIONS OF HOSPITAL**

Hospital shall perform the following to allow the CONTRACTOR to fulfill his obligations:

- 6.1 Provide the facilities and amenities within the hospital premises which are necessary for the prompt delivery of services.
- 6.2 Ensure that the facilities are constructed in manner that prevents contamination, damage, loss and/or destruction of the CONTRACTOR'S supplies and properties from causes such as rain, flood, excessive dust and other harmful elements.
- 6.3 Allow the use of existing electric and water at no charge to the CONTRACTOR provided utilization is reasonably within their scope of services and shall not be used for laundry services.
- 6.4 Sizes of beds (thickness of the mattress) shall be provided by Hospital.
- 6.5 Bed sheet to be tested to ensure that they displaced when the bed is put up to ninety (90) degrees.

## **7. LINEN INVENTORY, PROPERTIES, FACILITIES AND AMENITIES**

### **7.1 HOSPITAL LINEN**

- 7.1.1 The hospital linen shall remain the property of the CONTRACTOR throughout

the contract period.  
7.1.2. Losses and damage by the hospital should be charge to the hospital  
monthly

## 7.2 PROPERTIES

7.2.1 The properties of the CONTRACTOR shall be listed down, inspected and registered with the concerned offices before this is brought in to Hospital premises.

7.2.2 Transfers of these properties in and out of the hospital premises shall be Subject to Hospital rules and regulations on property movements.

## 7.3 FACILITIES AND AMENITIES

7.3.1 Hospital shall make available the following facilities to the CONTRACTOR

7.3.1.1 Releasing counter for issuance of linen,

7.3.1.2 Storage area for linen and supplies,

7.3.1.3 Holding area for Soiled/Dirty linen

7.3.1.4 Receiving area for clean linen;

7.3.2 These facilities shall be used strictly for contract implementation purposes only, therefore, no other activities shall be permitted in these areas which are not related to the operations of linen and laundry or which may cause disturbance or otherwise affect other offices.

## 7.4 LINEN CONTROL:

The parties agree that since the entire linen covered by the Agreement is the property of the CONTRACTOR shall be solely responsible for linen losses, damage or destruction. However, the parties agree that they will mutually cooperate to determine cause of such losses or damages.

## 7.5 BUDGET ESTIMATE:

The estimated budget for the Linen Leasing Project for the twelve (12) months contract duration and Fifty-Five Pesos per kilogram is **Eight Million Five Hundred Eighty Pesos (₱ 8,580,000.00).**

## 8. OTHERS:

8.1 Preferably, the supplier uses sustainable laundry supplies in the cleaning and washing of linens,

8.2 Preferably, the supplier uses inverter technology equipment in linen and laundry operations,

8.3 Preferably, the supplier uses recyclable packaging materials when packing the clean and dirty linens.

## 9. PENALTIES

9.1 The CONTRACTOR should be able to provide linen requirements throughout the contract period even during emergency situations. If the CONTRACTOR fails to comply or respond to both the daily routine and emergency requirements, Hospital reserves the right to employ other contractors to provide the services, and to deduct such costs from any sums due or outstanding. This is

further without prejudice to the possible termination of Contract of Agreement depending on the severity of the non-compliance.

## 9.2 PENALTY CLAUSE

Failure on the part of the CONTRACTOR to provide linen services as stipulated in this Agreement shall render the Institute to apply standard penalty of 1/10 of one percent (1%) for every day of delay the corresponding amount of the item which they failed to provide/deliver.

## 10. WARRANTY AGAINST CORRUPTION

10.1 The CONTRACTOR warrants that no gifts, considerations, compensation or commission was offered or given of the officers and employees of Hospital.

## 11. CONTRACT DURATION

11.1 The CONTRACT shall be for twelve (12) months period.

11.2 The CONTRACT may be terminated by either party, without necessity of judicial action, by giving the other party one (1) month upon written notice, for appropriate legal reasons, whereupon such termination, the parties shall settle their accountabilities to each other.

### Other Concerns:

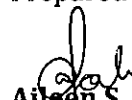
#### **\*PRICE SCHEDULE\***

- Column 1 – Should be in accordance with VMC's item number.
- Column 2 - Indicate the **item description of your offer**.
- Column 3 – Country of Origin
- The Price Schedule should be filled completely or put zero (0) or dash (-) if not applicable.
- The final unit price should be stated.
- In the Price Schedule, "*For Goods Offered from Abroad Form*" will be used **if the origin of the item** is from abroad, if manufactured in the Philippines, "*For Goods Offered from Within the Philippines Form*" shall be used. (Please use the attached Form/Template)
- Bid Bulletin will be posted, if any.
- Bidders are advised to use two (2) decimal places in setting up their bid prices.
- For on-going contracts, please indicate total amount of all outstanding contracts.


**BID Opening will be on November 24, 2025 at 1:00 PM**

The pre-bidding conference was adjourned at 3:00 pm.

Prepared by:

  
**Aileen S. Cali, MPA**  
BAC Secretariat

Noted by:

  
**SHIRLENE V. VIANZON**  
Chairperson, BAC

**FORMS**

**Bid Form for Procurement of Goods**

***[Note: The duly accomplished form shall be submitted with the Bid]***

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**BID FORM**

**Project Identification No.: *[Insert number]***

**To: *[Name of Procuring Entity]***

Having examined the Philippine Bidding Documents (PBD) including the Supplemental Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

- a) I/We have no reservation to the PBD, including the Supplemental Bid Bulletins, for the Procurement Project ***[Project Title]***;
- b) Select one, delete the other
  - I/We undertake to deliver the Goods in accordance with the delivery schedule in the Schedule of Requirements;
  - I/We offer to execute the Works for this Contract in accordance with the PBD;
- c) The total price of our Bid in words and figures, excluding any discount offered below, is ***[insert information]***;
- d) The discounts offered and the methodology for their application are: ***[insert information]***;
- e) 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 ***[Select one, delete the other: the Price Schedules/ Detailed Estimates]***;
- f) This Bid shall remain valid within a period stated in the PBD, and it shall be binding upon me/us at any time before the expiration of that period;
- g) If our bid is accepted, I/We commit to provide a performance security in the form, amounts, and within the times prescribed in the PBD.

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 the Bidder.

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

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

The undersigned is authorized to submit the bid on behalf of ***[Name of the Bidder]*** as evidenced by the attached ***[State the Written Authority]***.

I/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.

Duly authorized to sign the Bid for and behalf of:

***[Insert Bidder's Name]***

***[Signature over Printed Name]***  
***[Position/Designation]***  
***[Date]***

Price Schedule for Goods

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_. Page \_ of \_\_\_\_\_

Pricing Details for Goods Offered from Within the Philippines

1	2	3	4	5	6	7	8	9	10
Item	Description	Source of Domestic Product, as certified by the Relevant Agency	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)

Summary of Bid Prices

The Procuring Entity may modify the table below as necessary to comply with the requirements of the Procurement Project.

1	2	3	4
Item No.	Item	Particulars / Description	Total Amount

Name:\_\_\_\_\_

Signature:\_\_\_\_\_

Duly authorized to sign the Bid for and behalf of:\_\_\_\_\_

Price Schedule for Goods

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_. Page \_ of \_\_\_\_\_

Pricing Details for Goods Offered from Abroad

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Summary of Bid Prices

The Procuring Entity may modify the table below as necessary to comply with the requirements of a specific Project.

1	2	3	4
Item No.	Item	Particulars / Description	Total Amount

Name:\_\_\_\_\_

Signature:\_\_\_\_\_

Duly authorized to sign the Bid for and behalf of:\_\_\_\_\_

## Omnibus Sworn Statement Form

**[Note: The duly accomplished form shall be submitted with the Bid]**

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### OMNIBUS SWORN STATEMENT

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

**1) Select one, delete the others:**

- *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If 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]*;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

**2) Select one, delete the others:**

- *If 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 *[Project Title]* of the *[Name of the Procuring Entity]**[insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative]*;
- *If 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

**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;**



- 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 others:*
  - *If sole proprietorship :* The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
  - *If partnership :* The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
  - *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
  - *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, and controlling stockholders of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
  - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
- 7) It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations:* [Name of Bidder] declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.
  - *In case of Foreign Bidders:* [Name of Bidder] submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.
- 8) [Name of Bidder] complies with existing labor laws and standards; and
- 9) [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental Bid Bulletin(s) issued for the [Project Title].
- 10) [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.
- 11) In case advance payment was made or given to [Name of Bidder], failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]

[Position/Designation]

[Date]

#### JURAT

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

WITNESS MY HAND AND SEAL this \_\_\_\_ day of [month] [year].

NAME OF NOTARY PUBLIC  
Notarial Commission No. \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_, *[date issued]*, *[place issued]*  
IBP No. \_\_, *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_.

## Bid Securing Declaration Form

*[The duly accomplished form shall be submitted with the Bid if bidder opts to provide this type of bid security]*

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### BID SECURING DECLARATION

Project Identification No.: *[Number]*

To: *[Insert name 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;

***[Insert paragraph for Unsolicited Offer with Bid Matching]***

I/We understand that upon conferment of the original offeror status under Section 30.6 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, the offeror shall submit a Bid Securing Declaration within ten (10) days from the receipt of the certificate of conferment;

- 2) **Select one, delete the other:**

- I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any Procuring Entity upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under 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 52.2 (a), 63.2, 69.1 and 100, except 100.3 (c), of the IRR of Republic Act No. 12009; without prejudice to other legal action the government may undertake; and

*(For Unsolicited Offer with Bid Matching)*

- I/We accept that: I/we will be automatically disqualified from any procurement opportunity of the Procuring Entity for a period of one (1) year on the first offense, two (2) years on the second offense, and perpetually on the third offense 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:

Upon expiration of the bid validity period, or any extension thereof pursuant to your request;

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;

***[Insert this paragraph for Unsolicited Offer with Bid Matching]***

Upon contract award and the LCCRB is not the original offeror; or

I am/we are declared the bidder with the *[Insert Award Criterion']* 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].

Duly authorized to sign the Bid for and behalf of:

**[Insert Bidder's Name]**

**[Signature over Printed Name]**  
**[Position/Designation]**  
**[Date]**

**JURAT**

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_.

**WITNESS MY HAND AND SEAL** this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Notarial Commission No. \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_, [date issued], [place issued]  
IBP No. \_\_, [date issued], [place issued]

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_.

NFCC COMPUTATION FOR ELIGIBILITY CHECK

A. Summary of the Applicant Supplier’s/Distributor’s/Manufacturer’s assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped “RECEIVED” by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20____
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth(1-3)	
6.	Net Working Capital(2-4)	

B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

*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.*

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements (AFS) submitted to the BIR.

*The Bidder shall attach the AFS to the NFCC Computation for Eligibility Check Form.*

NFCC=P\_\_\_\_\_

Submitted by:

\_\_\_\_\_  
Name of Supplier/Distributor/Manufacturer

\_\_\_\_\_  
Signature of Authorized Representative

Date:\_\_\_\_\_

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID							
This is to certify that _____ (company) _____ has the following completed contracts within <b>Ten (10)</b> <b>years</b> from the date of submission and receipt of bids.							
Date of the Contract	Contracting Party	Name of Contract	Kind of Goods Sold	Amount of Contract	Date of Delivery/ End-user's Acceptance	Date of Official Receipt	Bidder is A) Manufacturer B) Supplier C) Distributor
_____ Name and Signature of Authorized Representative					_____ Date		

- \*Instructions:
- a) Cut-off date as of:
    - (i) Up to the day before the deadline of submission of bids.
  - b) In the column under “Dates”, indicate the dates of Delivery/ End-user’s Acceptance and Official Receipt.
  - c) “Name of Contract”. Indicate here the Nature/ Scope of the Contract for the Procuring Entity to determine the relevance of the entry with the Procurement at hand. Example: “Supply and Delivery of \_\_\_\_\_ for Valenzuela Medical Center”



STATEMENT OF: (I) ONGOING CONTRACTS AND; (II) AWARDED BUT NOT YET STARTED CONTRACTS

This is to certify that \_\_\_\_\_ has the following ongoing and awarded but not yet started contracts:

Date of the Contract	Contracting Party	Name of Contract	Kind of Goods Sold	Amount of Contract	Value of Outstanding Contracts	Bidder is A) Manufacturer B) Supplier C) Distributor

\_\_\_\_\_  
Name and Signature of  
Authorized Representative

\_\_\_\_\_  
Date

- \*Instructions:
- a) State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for bidding) as of:
    - i. The day before the deadline of submission of bids.
  - b) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
  - c) 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) in case an NFCC is submitted as an eligibility document.
  - d) “Name of Contract”. Indicate here the Nature/ Scope of the Contract for easier tracking of the entries/ representations. Example: “Supply and Delivery of \_\_\_\_\_ for Valenzuela Medical Center”