



UNIVERSITY OF THE PHILIPPINES MANILA  
The Health Sciences Center  
8/F PGH Central Block Bldg, Taft Avenue, Manila

**INVITATION TO BID**

**CONTRACT FOR LAUNDRY SERVICES**  
Philippine General Hospital

1. The *University of the Philippines Manila* through the *FUND 101*<sup>1</sup> intends to apply the sum of Thirteen Million Five Hundred Thousand Pesos (PhP13,500,000.00) being the Approved Budget for the Contract (ABC) to payments under the above cited contract Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *University of the Philippines Manila* now invites bids for the Contract for Laundry, PGH. The contract period is **August 27, 2017 to August 26, 2017** as indicated in the contract and shall be affirmed in the Notice to Proceed.<sup>2</sup>
3. Bidders should have completed, within *three (3) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
4. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

5. Interested bidders may obtain further information from the *Bids and Awards Committee 2, UP Manila* and inspect the Bidding Documents at the address given below during office days, from 8:00 a.m. to 4:30 p.m.

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In the case of National Government Agencies, the General Appropriations Act and/or continuing appropriations; in the case of GOCCs, GFIs, and SUCs, the Corporate Budget for the contract approved by the governing Boards; in the case of (LGUs, the Budget for the contract approved by the respective Sanggunian. (Section 5(a), R.A. 9184)

2 A brief description of the type(s) of Goods should be provided, including quantities, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the invitation.



6. A complete set of Bidding Documents may be acquired by interested Bidders from 25 July 2017 and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Thirteen Thousand Five Pesos (PhP13,500.00).

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

7. The *UP Manila Bids and Awards Committee* will hold a Pre-Bid Conference<sup>3</sup> on 01 August 2017, 1:30 p.m. at *UP Manila Social Hall, 8<sup>th</sup> Floor, PGH Central Block Building, Taft Avenue Manila*, which shall be open to prospective bidders.
8. Bids must be duly received at the *Internal Audit Office, 8<sup>th</sup> Floor, PGH Central Block Building, Taft Avenue, Manila* before 11:30 a.m., 15 August 2017. All Bids must be accompanied by a bid security in accordance with Section 18 of the 2-16 Revi

Bid opening shall immediately follow at 1:30 p.m., 15 August 2017 at the *UP Manila Social Hall, 8<sup>th</sup> Floor, PGH Central Block Building, Taft Avenue Manila*. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

9. The *University of the Philippines Manila* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

*Ms. Elena M. Venturina/Lalaine Salaysay/Ronald Cabigting  
Bids and Awards Committee 2 Secretariat  
8<sup>th</sup> Floor, PGH Central Block Building  
Taft Avenue, Manila  
Tel. No. 567-2362  
<http://www.upm.edu.ph/>*

**(SGD.)PROF.ROMEO R. QUIZON, MScEng'g**  
Chair, Bids and Awards Committee 2

APPROVED:

**(SGD.)ARLENE A. SAMANIEGO, MD**  
Vice Chancellor for Administration

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3 May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.



**TERMS AND CONDITIONS  
FOR THE CONTRACT FOR LAUNDRY SERVICES  
PHILIPPINE GENERAL HOSPITAL  
UNIVERSITY OF THE PHILIPPINES MANILA**

1. The CONTRACTOR shall render the laundry services required by the UPM-PGH for the period August 27, 2017 to August 26, 2018;
2. The CONTRACTOR guarantees that it has the equipment, facilities and manpower for the faithful compliance of its obligations;
3. The CONTRACTOR shall undertake the washing and laundering of the linen of UP-PGH during the effectivity of the contract as per attached list marked as **Annex "A"**;
4. The CONTRACTOR agrees to collect all soiled and dirty linen of UP-PGH every morning between 8:30 a.m. to 11:30 a.m. and to deliver the clean and laundered linen between 7:00 a.m. and 8:00 a.m. the following day directly to the Linen Section of UP-PGH. The driver of the delivery truck shall register the time of its arrival in the logbook at Linen Section. In case the CONTRACTOR fails to deliver the clean laundered linen on time, a penalty equivalent to one percent (1%) of the total cost of laundry for the day shall be deducted by UP-PGH from the monthly payment due to the CONTRACTOR. The delivery truck shall be available within the UP-PGH premises from the time clean linen are delivered until all soiled linen for the day are loaded. The CONTRACTOR shall also provide at least one (1) linen trolley for the pick-up of soiled linen and one (1) for the delivery of clean linen as well as working gloves for their representatives assigned at UP-PGH;
5. The CONTRACTOR shall assign at least five (5) representatives at UP-PGH to attend to the counting and picking of soiled and dirty linen and to deliver clean or laundered linen at selected areas as follows:
  - a) DEMS Complex and Call Room-counting and pick -up of soiled linen;
  - b) OR Complex and Call Room-sorting, counting, and pick-up soiled linen; delivery of clean linen; and checking and reconciliation of records;
  - c) Linen Sections-sorting and counting of soiled linen; checking and reconciliation of records.
6. The five (5) representatives of the CONTRACTOR shall report to the UP-PGH Linen Section from 7:00 a. m. to 3:00 p.m. where they shall also register in the logbook. In case any of the five (5) representatives reported late, accumulates under time or does not report for work without replacement, UP-PGH shall deduct from its monthly laundry payment equivalent amount of all under time or absences, computed on the basis of the salary of the five (5) representatives;



7. The CONTRACTOR shall undertake the washing and laundering of linen only within its laundry shop and/or establishment which shall be kept clean and sanitary at all times;

8. A representative of the Linen Section of UP-PGH shall be allowed to go to the laundry shop and establishment of the CONTRACTOR at any time during the day without prior notice to inspect or check on the laundry service being performed on the UP-PGH linen and to see to it that the conditions stipulated in the contract are met;

9. In certain instances, as prevailing conditions or situations may require the CONTRACTOR shall furnish, upon request of UP-PGH, special vehicle to enlist soiled and dirty linen or to deliver laundered linen without additional cost to UP-PGH;

10. Linens which are unsatisfactorily laundered, shall be returned to the CONTRACTOR for re-laundering without additional cost to UP-PGH. All re-laundered linens shall be delivered back to the Linen Section the following day. Consistent unsatisfactory performance may be a valid ground to terminate the contract and forfeit the Performance Bond;

11. All linen, whether of cotton or woolen materials shall be properly laundered to the satisfaction of the UP-PGH authorities to ensure cleanliness, disinfection and preservation of the materials;

12. All linen shall be delivered properly pressed, folded and sorted. Any linen delivered not properly pressed, folded and assorted shall be returned to the CONTRACTOR for compliance of these requirements, and shall be delivered back to the Linen Section on the following day without additional cost to UP-PGH;

13. Any lost or damaged linen while under the custody of the CONTRACTOR must be paid by it at the cost price or replaced in kind, provided that such replacement shall be of the same material, quality and in size as the article being replaced and should be acceptable to UP-PGH. Provided further, that failure to pay the cost or replace the lost or damaged linen shall give UP-PGH the right to deduct the amount equivalent to the cost of the lost or damaged linen from the payment due to the CONTRACTOR under the contract, without prejudice to the right of UP-PGH to rescind or terminate this Contract for violation of this provision;

14. The linen delivered should be sorted, according to type, size and color (that is large sheets, pillow cases, etc.) and properly packed in biodegradable plastic to maintain sanitation and cleanliness.

15. The CONTRACTOR shall also furnish laundry service, even on Sundays and Holidays, except on the following legal holidays:

- a) New Year's Day
- b) Good Friday
- c) Labor Day
- d) Christmas Day



16. In the event that failure by the CONTRACTOR to comply with its obligations, either caused by strike, stoppage of work, slow down or picketing of the premises of the CONTRACTOR or other causes beyond its control, UP-PGH shall have the right to engage the services of other laundry establishments during the strike, stoppage of work, slow down and charge the incurred cost against the account of the CONTRACTOR in consideration of the difference in rate, if any, but not in excess of twenty percent (20%) of the rate of the CONTRACTOR;

17. During the effectivity of the CONTRACT, neither party shall alter any part or portion hereof, particularly as to the increase of prices of the linen to be laundered, unless agreed by both parties in writing;

18. Undelivered linen (shortage) for the day must be delivered within the next day and non-delivery will automatically authorize UP-PGH to charge the cost price of the undelivered linen against the laundry bill of the CONTRACTOR;

19. The payment for laundry services for any given month shall be made within the first fifteen (15) days of the succeeding month after presentation of the corresponding bills duly supported by delivery receipt, countersigned by the Supervisor of Laundry Unit and the Head of Linen Section of the UP-PGH or duly authorized representative at the rates specified in the Contract;

20. It is understood that laundry services may increase or decrease depending on the actual demand of the hospital;

21. It is agreed that no employer-employee relationship in any manner, or form is deemed created between UP-PGH and the CONTRACTOR, including the latter's personnel and agents assigned to perform the services stipulated in the Contract;


22. The CONTRACTOR shall faithfully pay wages, compensation and other benefits to its employees or personnel in accordance with the minimum wage and other laws related to wages and compensation of its employees;

23. As a pre-condition for the payment of the services provided by the CONTRACTOR to UP-PGH, the former shall submit to the latter a duly sworn certification that all employees of the CONTRACTOR have duly received their corresponding wages and other compensation due them as provided for by the law. Failure of the CONTRACTOR to submit the above-named certification earlier than five (5) days prior to the date of payment by UP-PGH as provided under the Contract shall give the latter the right to unilaterally rescind, revoke or terminate the CONTRACT or withhold payment to the CONTRACTOR until the latter have complied with this provision.


24. To secure the faithful performance of all its obligations pursuant to the Contract, the CONTRACTOR shall post a Performance Bond in favour of UP-PGH which may be in the form of cash equivalent to five percentage (5%) of the total contract price, Philippine Currency or in the form of surety (General Insurance Fund) issued by GSIS equivalent to thirty percentage (30%) of the total contract price within ten (10) calendar days upon receipt of Notice of Award and before the signing of the Contract.

25. Violation of any or all of the above terms and condition by the CONTRACTOR shall give UP-PGH the right to rescind, revoke or preterminate the Contract and forfeit the performance bond in favor of UP-PGH without prejudice to the filing by UP-PGH of the appropriate court action as warranted by the circumstances in the proper court of the City of Manila.


Submitted by:

  
MARIA BERNADETTE P. IDJAO, MMPA  
Chief Administrative Officer  
Property and Supply Division

Recommending approval:

  
MA. TERESA JULIETA U. BENEDICTO, MD  
Deputy Director for Administration

Approved:

  
GERARDO D. LEGASPI, M.D.  
Director, Philippine General Hospital



**GOVERNMENT ESTIMATE**  
**CONTRACT FOR LAUNDRY SERVICES (Aug. 27, 2017 - Aug. 26, 2018)**  
**Philippine General Hospital**

**LIST OF LINEN ITEMS**

Item No.	QTY.	UNIT	ITEMS	UNIT PRICE	TOTAL AMOUNT
1	13,500	Pcs.	Camisla, Adult		
2	288	Pcs.	Laboratory Gown		
3	26,150	Pcs.	Camisla, Knitted		
4	13,500	Pcs.	Pants		
5	96,150	Pcs.	Wrapper		
6	672	Pcs.	Bunny Suit		
7	1,250	Pcs.	Blanket, Ilocano		
8	6,250	Pcs.	Case, Pillow		
9	137,250	Pcs.	Cover, Crib		
10	106,350	Pcs.	Diaper, Birdseye		
11	75	Pcs.	Diaper, Flannel		
12	40,150	Pcs.	Diaper, with Tail		
13	44,250	Pcs.	Sheet, Draw, White		
14	11,150	Pcs.	Sheet, Draw, Colored		
15	337,096	Pcs.	Sheet, Large, Unbleached		
16	275,150	Pcs.	Sheet, Large, Colored		
17	18,150	Pcs.	Towel, Treatment		
18	650	Pcs.	Sheet, Spinal		
19	3,300	Pcs.	Cover, Bench		
20	15	Pcs.	Cover, Table Runner		
21	43,750	Pcs.	Cover, Instrument		
22	59,150	Pcs.	Cover, Dressing, Big		
23	24	Pcs.	Cover, Stretcher		
24	144	Pcs.	Cover, Cushion		
25	1,150	Pcs.	Screen, Bed		
26	8,850	Pcs.	Towel, Bath		
27	295	Pcs.	Sheet, Procto		
28	4,975	Pcs.	Sheet, Gyne		
29	12	Pcs.	Sheet, Brain		
30	19,650	Pcs.	Sheet, Operating		
31	340,150	Pcs.	Gown, Operating		
32	210,850	Pcs.	Towel, Operating		
33	4,250	Pcs.	Strap Belt		
34	22,420	Pcs.	Bag, Laundry		
35	1,250	Pcs.	Curtain		
36	52,150	Pcs.	Long Hand Towel		
37	4,360	Pcs.	Cloth, Table		
38	100	Pcs.	Napkin, Table		
39	10	Pcs.	Cover Mattress		
40	12	Pcs.	Net, Mosquito		
41	1,100	Kgs.	Drapes		
42	50	Kgs.	Comforter		

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**Note: Quantity may increase or decrease based on need.**