



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

**INVITATION TO BID**  
**(RE-BID)**

The University of the Philippines Manila-Philippine General Hospital, through its Bids and Awards Committee II (BAC II), invites interested service providers to apply for eligibility and if found eligible, to bid for the hereunder contract:

Name of Contract: **PROCUREMENT OF COURIER SERVICES**  
**Institute of Human Genetic – Newborn Screening Center**

Approved Budget For The Contract (ABC) : Sixteen Million Thirty Thousand Pesos  
(Php16,030,000.00)

Fund Source : 2040107000-184-142-439

Contract Duration: One (1) year

Prospective bidders should possess licenses/permits applicable to the contract, have completed/ongoing similar contract with a value of at least 50% of the ABC, and have key personnel and equipment available for the prosecution of the contract. The BAC 2 will use non-discretionary pass/fail criteria in the Eligibility Check as well as the Preliminary Examination of Bids. All bids shall be evaluated using the criteria set by UP Manila.

All particulars relative to the bidding process (from eligibility check up to the award of the contract) and implementation of the project shall be governed by the pertinent provisions of RA 9184 and its Implementing Regulations (IRR) and applicable Annexes.

The schedule of bidding activities is as follows:

Activities	Schedule
1. Issuance of bid documents to prospective bidders whose legal documents are complete and in order. Payment of Bid Documents: Php16,000.00 Order of payment shall be issued at the Office of the BAC 2 Secretariat	30 June 2017 Office of the BAC 2 Secretariat 8 <sup>th</sup> Floor, PGH Compound, Taft Avenue, Manila
2. Pre-Bidding Conference	11 July 2017 UP Manila Social Hall, 8 <sup>th</sup> Floor, PGH Compound, Taft Avenue, Manila Time: 1:30 pm
3. Dropping of bids	25 July 2017 Not later than 11:30 AM Internal Audit Office, 8 <sup>th</sup> Floor, PGH Compound, Taft Avenue, Manila
4. Opening of bids	25 July 2017 1:30 pm, UP Manila Social Hall, 8 <sup>th</sup> Floor, PGH Compound, Taft Avenue, Manila

The University of the Philippines Manila assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bids.

The University of the Philippines Manila reserves the right to reject any or all bids, to waive any formality or defects therein, or to accept such bids as may be considered most advantageous to UP Manila.

All inquiries shall be directed to the BAC2 Secretariat: c/o Ms. Elena M. Venturina or Ms. Lalaine C. Salaysay at Tel. No. 567-23-62

*APPROVED BY:*

**(SGD.)ROMEO R. QUIZON, MSc, Eng'g**  
BAC 2 Chair

*NOTED:*

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Publication: Philippine Star on 30 June 2017  
Posting: PhilGEPS, UPM Web, BAC 2 Bulletin Board  
on 30 June 2017

**TERMS OF REFERENCE FOR PROCUREMENT OF COURIER SERVICES**  
**INSTITUTE OF HUMAN GENETICS**  
**(FOR RE-BID)**

**I. Background/Rationale:**

The Newborn Screening Center- National Institutes of Health (NSC-NIH), under the Institute of Human Genetics, was established in 1997 to serve as the central laboratory of the National Comprehensive Newborn Screening System. It is the first Department of Health (DOH) - accredited newborn screening center in the country providing newborn screening tests for a panel of congenital and metabolic disorders.

The NSC-NIH is a facility equipped with a newborn screening laboratory that complies with the established standards; provides all required laboratory tests; and has a recall /follow up system for newborns with heritable conditions.

Courier Services are important in the implementation of the Newborn Screening Program with regards to delivery/pick up of Newborn Screening kits, dried blood samples, results and reagents.

**II. AREA OF COVERAGE**

The contractor shall be able to:

1. Provide Inbound and Outbound shipments of Newborn Screening operations both Domestic and International.
2. The contractor must have the ability to serve ALL Newborn Screening Center- NIH partners such as Newborn Screening Facilities and Future Newborn Screening Facilities situated at various locations and possible isolated areas in regions NCR, 4B, and 5. The services should also include other Newborn Screening Centers and Department of Health – Regional Offices in different regions in LUZON, VISAYAS, and MINDANAO

**A. INBOUND** (Newborn Screening blood samples and parcels from different Member Newborn

Screening Facilities) going to:

**Newborn Screening Center- National Institutes of Health, University of the Philippines Manila**

**Current Address:** Building H, Ground Floor, Newborn Screening Center- NIH, UP -Ayala Land Techno Hub, Commonwealth, Quezon City

**B. LOCAL OUTBOUND** Results, Parcels, Newborn Screening Kits, and sample collection kits of other IHG laboratories, forms, info materials and other documents.

From: Institute of Human Genetics located at 625 NIH Bldg. Pedro Gil St. Malate, Manila or from Newborn Screening Center- NIH, UP Ayala Land Technohub, Quezon City

Going to: Various clinics and hospitals, and Newborn Screening Center-Affiliates including patients from LUZON, VISAYAS, MINDANAO, and other related destinations anywhere in the Philippines.

Area	Region	*Specific Location/Address	Remarks
LUZON	3	Angeles University Foundation Medical Center MacArthur Highway, Barangay Salapungan, Angeles City	Newborn Screening Center-CL
	NCR	All Member Newborn Screening Facilities under	
	4A	Daniel O. Mercado Medical Center 3 <sup>rd</sup> Flr. DMMC-HIS Bldg., 143 Narra St., MountviewSubd. Tanauan City	Newborn Screening Center-SL
	4B	All Member Newborn Screening Facilities under 4B	MiMaRoPa
	5	All Member Newborn Screening Facilities under region 5	Bicol
VISAYAS		West Visayas State University Medical Center, E. Lopez St., Jaro, Iloilo City	Newborn Screening Center-Visayas
MINDANAO		Southern Philippines Medical Center J.P. Laurel Avenue, Davao City	Newborn Screening Center – Mindanao

\* For NSF Member Facilities refer to [www.newbornscreening.ph](http://www.newbornscreening.ph)

### C. INTERNATIONAL OUTBOUND (Samples/ International Parcels)

*(Please refer to list of international affiliate laboratories and hospitals see Appendix)*

**Average of two to three** transactions per month going to international laboratories and hospitals. Approximate weight per transaction is less than or equal to 1 kg. Samples will be sent using clinical packs and maybe sent at room or refrigerated temperature.

International Outbound packages may be picked up from the following:

Institute of Human Genetics, UP Manila with its local address: 625 National Institutes of Health, Pedro Gil St. Malate, Manila

and or Building H, Ground Floor, Newborn Screening Center- NIH, UP -Ayala Land Techno Hub, Commonwealth, Quezon City

**III. A. Projected Quantity of Inbound and Local Outbound Transactions**

Local (ALL areas including out of delivery zone)	Region	Projected Quantity of Parcel Per Year (20% increase for 2017)		
		Outbound Packages		Inbound Packages
		Big Pouches (Kits)	Small Pouches (Results)	Big Pouches (Blood Samples)
4B - Mindoro, Romblon, Palawan	Marinduque,	1,000	5,500	16,500
5- Bicol		2,500	11,500	34,500
NCR		3,500	33,000	99,000
		Outbound Packages		Inbound Packages
		Styro/boxes (Reagents)	Small Pouches (Results)	Styro/boxes (Reagents)
Newborn Screening Center- Southern Luzon (Batangas)		5	150	5
Newborn Screening Center- Luzon (Pampanga)	Central	5		5
Newborn Screening Center- Visayas		5		5
Newborn Screening Center- Mindanao		5	75	5
Newborn Screening Center- Luzon ( Ilocos Region)	North	5		5

**B. Approximate average weight per transaction.**

Outbound	Kits	More than 1Kilo
	Samples, padded forms	Less than 1 kilo
	Results	Less than .5 kilo- 1 kilo
	Styro/Boxes, info materials (posters, brochures)	Between 3- 5 kilos
Inbound	Blood sample cards	Less than 1 kilo
	Styro/Boxes	Less than 5 Kilos

**IV. BID/ PRICE QUOTATION**

1. Contractors must be able to provide bid /price quotation for the following:

- a. Local and International covered areas
- b. Per weight capacity of pouches or boxes/styro (e.g. First .5 kg, 1 kilo, succeeding weight beyond 1 kilo)
- c. Price Quote must include VAT and TAXES

2. Contractor must be able to present BID/ PRICE QUOTE using the Matrix Below and based on the Budget Ceiling of the End User.

Area/ Location	Small Pouch (.5-1 kg capacity)	Big Pouch (>1Kg-3kg)	Box (>3kg)	Styro For reagents
<b>Budget Ceiling in Php</b>				
NCR	55.00	70.00		
4B	60.00	75.00		
5	60.00	75.00		
Newborn Screening Center- Southern Luzon (Batangas)	60.00	70.00		
Newborn Screening Center- Central Luzon (Pampanga)	70.00	80.00		
Newborn Screening Center- Visayas	80.00	85.00		
Newborn Screening Center- Mindanao	80.00	85.00		
Newborn Screening Center- North Luzon ( Ilocos Region)	70.00	75.00		

**LIST OF AFFILIATE INTERNATIONAL LABORATORIES AND HOSPITALS \*\***

AREA / LOCATION		Small Pouch (.5 - 1kg capacity)	Big Pouch (>1kg - 3kg)	Box (>3kg)	Styro For Reagents
TAIWAN	Department of Medical Genetics National Taiwan University Children's Hospital Room 19003, 19F., No.8 Chung San South Road, Taipei 10048, Taiwan	1,062.88 ***			
TAIWAN	The Chinese Foundation of Health Dep. of Newborn Screening Center 4F, No.55, Dong-Sing RD. Taipei, Taiwan, 11070, R.O.C	726.88 ***			

Australia	The Children's Hospital at Westmead, Locked Bag 4001, Westmead 2145, Cnr Hawkesbury Rd and Hainsworth St., Westmead, Sydney, N.S.W.	1,702.00			
USA	Athena Diagnostics Four Biotech Park, 377 Plantation Street, Worcester, MA 01605 USA	1,930.88			
USA	Medical Genetics Laboratories Baylor College of Medicine 2450 Holcombe, Grand Blvd. -Receiving Dock Houston, TX 77021-2024	1,794.00			
USA	Mayo Medical Laboratories 3050 Superior Drive NW Rochester, MN 55901	1,744.08			
USA	Diagnostics Lab Prevention Genetics 3700 Downwind Drive Marshfield, WI 54449 USA	2,101.12			
USA	Stanford Anatomic Pathology & Clinical Laboratories 3375 Hillview Ave. Palo Alto, CA 94304 Attn: Specimen Processing Dr Ludwine Messiaen	1,995.84			
USA	Peroxisomal Laboratory Kennedy Krieger Institute 707 N. Broadway, Baltimore USA MD 21205	1,801.27			
Singapore	NUH Referral Laboratories PTE LTD 5 Lower Kent Ridge Road Level 1, NUH Main Building Singapore 119074	1,995.84			
Hong Kong	Department of Paediatrics and Adolescent Medicine The University of Hong Kong L7-55, Laboratory Block, Faculty of Medicine Building, 21 Sassoon Road, Pokfulam, Hong Kong	1,183.84			

*\*\* Other International laboratories / hospitals not in the list may be added depending on the test needed*

*\*\*\*Prices were taken from actual send-out of samples to international facilities*

**V.SERVICE DELIVERY AND COMMITMENT**

**A. PICK- UP from Various Client Location to NSC- NIH and SEND OUT from NSC- NIH to Various Client location DELIVERY COMMITMENT (TURN-OVER TIME/LEAD TIME OF TRANSACTION)**

FROM POINT OF PICK – UP TO AND FROM NSC- NIH	Specific Location	Client	Region	Lead Time
LUZON	All NSFs		NCR	1 day from pick up date
	NSC-CL (Pampanga)		3	1-day from pick up date
	NSC-SL (Batangas)		4A	1-2 days from pick up date
	All NSFs		4B	1-3days from pick up date
	All NSFs		5	1-2 days from pick up date
VISAYAS	NSC-Visayas			1-2 days from pick up date
MINDANAO	NSC-Mindanao			1-2 days from pick up date
INTERNATIONAL	Various		-	3 days from pick up date for blood samples; 5 days from pick up date for DNA and dried blood spot samples.

**B. HANDLING, TRANSPORT and DELIVERY including adherence to Data Privacy Act**

1. Contractor shall observe extraordinary diligence in the handling, and transport of **CLIENT's** shipments. Contractor's accountability and responsibility of the shipment shall continue until the goods or merchandise is received in order and in good condition. Guidelines and Adherence to DATA PRIVACY ACT must be strictly implemented. Thus, POUCHES used for transport must be OPAQUE (not clear, not transparent)
2. Proper storage and safekeeping of packages with blood samples must be kept at warehouses with a maintaining temperature of not higher than 25 Degrees Celsius. Appropriate vehicle must be used for delivery and pick up of packages.
3. Contractor should be able to transport samples packed in dry ice or liquid nitrogen *(only for a very limited number of samples)*
4. Contractor should provide clinical packs for international shipment
5. Newborn Screening **OUTBOUND PARCELS** must be picked up on a regular basis during **WORKING DAYS** not later than 4PM. **INBOUND PARCELS** must be delivered during **WORKING DAYS** to the Newborn Screening Center Laboratory (UP TECHNOHUB, QC) not later than 9:00AM.



C. SUPPLIES AND AFTER- SALES SERVICES

SUPPLIES and AFTER- SALES SERVICES	Description
Software for WAYBILL PRINTING	A software installed at NSC- NIH for printing shippers details prior to shipment of parcels and packages to various NSF's and NSCs
Pre-printed waybills and Pouches	<p>Waybills solely used by a specific Newborn Screening Facility in sending NBS Samples. The details of the shipper (NSF) and the consignees address and account number (NSC- NIH) is already pre-printed to avoid misroute</p> <p>Material of Pouches <b>should not</b> be made of clear/transparent plastic</p> <p>Pouches and Waybills should be made available to all member NSFS and to the Institute</p>
Clinical Packs	Pouch with an overwrap for exempt clinical sample shipment (insulated packaging)
Bi-Monthly Delivery Reports	Provide delivery reports specifying the consignee, shipper, date of pick up, date of delivery, date of receipt and name and designation of receiver including the weight, amount and transit time per transaction
Trace Handling/Tracking Services	Customer Service hotline is available anytime to ensure "real-time" mobility of parcel
Pick Up Booking or Fixed and or Flexible Booking Schedule	<p>Customer Service hotline available anytime to book pick up request based on specified "cut-off" from various NSFS.</p> <p>Fixed pick up schedule to regularly sending clients including Newborn Screening Center-NIH.</p> <p>Contractor should be amenable to booking and pick-up flexibility schedule especially during holidays and emergency</p>
Customer Feedback Services	<p>Tracking services should have an immediate feedback to inquiring client.</p> <p>Provide "<b>ALERT</b>" for undelivered and problematic shipments within 24 hours from the time the items were received by contractor</p>
Account Specialist/ Manager	Represents the company in handling immediate queries, trouble shooting and disputes that cut across transaction between the courier and client and vice versa
	Ensure availability of courier services at all times.

SUPPLIES and AFTER- SALES SERVICES	Description
Contingency Services	This includes provision of contingency services in times of management and internal operational problems.

## VI. INSURANCE

**Contractor must have stipulated terms on INSURANCE OF PARCELS and COMMODITIES (Insurance Fee of not more than 1% of the total declared value of each parcel/ commodity)**

However, CLIENT shall have the option to insure the goods/supplies and CONTRACTOR shall not claim any right over the proceeds of the insurance policy secured or obtained by CLIENT. All shipments for Domestic and International delivery are insured based on the value declared by CLIENT on the domestic waybill.

If no value is indicated, it is understood that the CLIENT chose not to insure the package for shipping.

## VII. SUBCONTRACTING

Subcontracting of the required service, does not relieve the Supplier of any liability or obligation under this Contract. The CONTRACTOR will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants or workmen as fully as if these were the contractor's own acts, defaults, or negligence, or those of its agents, servants or workmen

## VIII. BILLING SPECIFICATIONS

1. Contractor shall have the ability to send billing/invoices with a transaction WAYBILL. (Billing copy (for both inbound and outbound) is the only acceptable and official attachments that can be used as proof of delivery as part of the requirement of the Commission on Audit (COA)). based on actual consumption. Actual consumption maybe less than or more than the amount allocated for one year.

## VII. PAYMENT and CHARGES

1. Contractor can provide a discounted rate detailed in a PRICE SCHEDULE
2. Contractor must provide a credit limit of Three Million Pesos (P3,000,000.00) and provide a reasonable extension if client exceeds the credit limit and payment terms of at least 60 - working days upon receipt of the sales invoice.
3. Any disputed bill/invoice shall be deemed void or cannot be claimed if not presented with an official or required billing attachments.

4. Contractor acknowledges that it has the full responsibility for the prompt and complete delivery, in good order and condition, of the particular items covered by the waybill and therefore assumes the obligation to devise and adopt the most efficient method and techniques of rendering the Service including cases of emergency and disasters.
5. Contractor amenable to payment of surcharges/penalty in cases of failure to deliver kits/dried blood samples/results/reagents on time.

#### **VII. CONTRACTORS' ELIGIBILITY**

1. Contractor must be duly licensed Philippine courier company
2. Contractor is engaged in the business of providing domestic courier air freight, sea freight and land freight services to the general public, such as receiving, transporting and delivery of legitimate materials like documents, parcels and merchandise.
3. The contract shall be awarded to only one courier company covering all areas.
4. Contractor must be able to provide sound track record and years of experience in the business including their financial capacity.
5. Contractor must provide the location of available branches with corresponding areas of coverage.

#### **VII. CRITERIA FOR SELECTION OF SERVICE PROVIDER**

Budget for ABC and projected number of samples are for reference purposes only. Basis for selection of winning bidder will be the ability of the contractor to provide and adhere to all stipulated requirements in the TERMS OF REFERENCE and the REASONABLE BID PRICE/QUOTE per category / pouch since actual usage or fix quantity of samples cannot be presented for a One Year Contract.

Prepared By:

  
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