



Republic of the Philippines
Department of Health
CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

BID BULLETIN NO. 4
06 December 2023

**PROCUREMENT OF WAREHOUSING SERVICES (AMBIENT) 6,000 SQM
LOCATED AT METRO MANILA NATIONAL CAPITAL REGION
IB No. 2024-087**

This Bid Bulletin is being issued to announce the new schedule of Submission and Opening of Bids, to clarify the issues and concerns raised by the prospective bidders during and after the Pre-Bidding Conference held last 23 November 2023, and to amend or modify the bidding documents posted in the PhilGEPS and DOH websites for the above-mentioned project. This Bid Bulletin shall form an integral part of the bidding document. Listed below are the corresponding modifications/ changes:

1. New Schedule of the Activity:

ACTIVITY	FROM	TO	VENUE
Submission and Opening of Bids	06 December 2023; 1:00 PM	14 December 2023; 9:00 AM	COBAC Conference Room., Ground Floor, Bldg. No. 6, Department of Health, San Lazaro Compound, Sta. Cruz, Manila and through video conferencing via Cisco WebEx

2. Response to the issues and concerns raised by the Nonpareil International Freight & Cargo Services Inc. (NIFCSI) :

PARTICULAR	QUERIES	RESPONSE
Instructions to Bidder: Subcontracts	1. The procuring entity has prescribed that subcontracting is not allowed, we would like to clarify if this means that the facility to be offered must be owned by the prospective bidders? Also, in the case of Joint Venture (JV), is it considered as subcontracting if the facility being offered is from the JV?	1. In this project, sub-contracting is not allowed, sub-contracting means that the warehouse operation shall be managed by other sub-contractor of the Service Provider. Prospective Bidder may join in the bidding even the facility is only rented provided that existing contract of lease is presented during Post Qualification and validation and the warehouse operation should be managed by the Prospective Bidder/Service Provider.
	2. Does the procuring entity require the entire 6,000 SQM	2. Yes, the 6,000 sqm shall be exclusive for DOH only, however if

PARTICULAR	QUERIES	RESPONSE
	walled for exclusive use of DOH only? Can a bigger common warehouse be offered but only 6,000 SQM will be occupied?	the Service Provider shall offer 6,000sqm as part of the bigger warehouse/facility, the Service Provider shall ensure that an exclusive 6,000 sqm shall have a separator from other space and shall have a separate loading and unloading bay so that the transaction of DOH shall not hampered with other operation and other provision in the TOR shall be followed.

3. Terms of Reference

Refer to the revised Terms of Reference

4. Financial Proposal Form

Refer to the revised Financial Proposal Form

Attached are the revised Schedule of Requirements, revised Terms of Reference and Financial Proposal Form, for your reference.

All other provisions of the bidding documents which are not affected shall remain in force and in effect.

For guidance and information of all concerned.

sgd

MARIA ROSARIO S. VERGEIRE, MD, MPH, CESO II

Undersecretary of Health

COBAC-G Chairperson

TERMS OF REFERENCE

I. RATIONALE:

The Department of Health (DOH), as the lead Agency mandated to ensure the efficient provision of Public Health Services to the entire nation, is tasked with the responsibility of supporting its various programs through the storage of health commodities and other needed logistics. Through the years, the DOH has increased the activities and target recipients of its numerous Health Programs to effectively promote its vision of universal healthcare for all Filipino citizens. With the increase in the number of Health Program activities and targets though, came the increased amount/volume of procured health commodities. Due to supply chain challenges faced by the Agency, the existing storage space/warehouse area was simply unable to keep up with the volume of goods that require much bigger storage before eventually being distributed/ shipped out.

The Supply Chain Management Service (SCMS), as the Office responsible for managing the warehousing and distribution of all DOH Commodities, aims to increase the existing Warehouses/Storage Areas of the Agency. Service providers for both Warehousing and Distribution are annually procured by the DOH. However, based on the aforementioned bulk and volume of procured goods currently stored at the DOH warehouses and in consideration of upcoming deliveries, there is an urgent need to procure warehouses/storage spaces that can handle the voluminous commodities of the DOH.

II. OBJECTIVE:

The goal of this procurement activity is to acquire the services of a qualified 3rd-party Warehouse Space Provider to store health and health-related commodities of the DOH *for a period of twelve (12) months*

III. SCHEDULE OF REQUIREMENTS:

A. WAREHOUSING REQUIREMENTS

1. The Service Provider shall implement good storage practices as specified in the Guidelines for the Storage of Essential Medicines and other Health Commodities by virtue of DOH Administrative Order No. 2013-0027 dated October 2, 2013 “Adoption and Implementation of the World Health Organization Annex 5 Guide to Good Distribution Practices (GDP) for Pharmaceutical Products, and Annex 9 Guide to Good Storage Practices for Pharmaceuticals” and DOH - WOM such as but not limited to:

- Use of pallets

- Commodities at least 10 cm (4 inches) off the floor
 - Rows/ Stacks should be at least 30 cm (1 foot) away from walls and other stacks
 - Stacks should not be more than 2.5 m (8 feet) high
 - Provide warehouse needed supplies (i.e. plastic wrap, packaging tape, etc)
 - Colored Paper (Red, Green, Orange) for labeling purposes (i.e quarantine, etc)
2. The Service Provider shall provide regular inventory reports and total inbound and outbound every week and end of the month of all the DOH commodities in its warehouse to SCMS.
 3. The Service Provider shall provide below list of personnel per 6,000sqm who will serve the following position and stipulated roles and responsibilities in accordance to DOH Warehouse Operations Manual (WOM)
 - One (1) Warehouse Supervisor (College Graduate with at least three (3) years' experience as warehouse supervisor)
 - Two (2) Warehouse Keeper (with at least three (3) years relevant experience in handling and storing Health Commodities)
 - Three (3) Warehouse Helper (with at least three (3) years relevant experience in handling and storing Health Commodities)
 - Two (2) Forklift Operator (with TESDA (or equivalent) certificate as Forklift Operator)
 4. The Service Provider shall assign the warehouse personnel to monitor and record thrice daily the temperature and humidity of all warehouses. The data shall be readily available to the Procuring Entity
 5. The Service Provider shall provide an air-conditioned office space with at least three (3) office table and *two (2) computer (processor not lower than i5 13th generation with 16gb 3,200mhz RAM or higher) with internet connection* and 1 printer for the use of the procuring entity's personnel/representative primarily represented by the Supply Chain Management Service (SCMS) who will update the Procuring Entity's stock cards, bin cards and inventories.
 6. The Service Provider shall have an accessible and clean restroom for male and female separate from the warehouse itself with provision of running water/ water supply.
 7. The Service Provider shall have the assigned warehouse personnel immediately report within 24 hours any incidence of breakages, damages, losses and other deviations to the Procuring Entity (Initially thru Email, to follow the copy of

original signed report with Photos). The Service Provider shall be responsible for losses or damages while the goods are in their possession and control.

8. The Service Provider shall grant the Representative of the Procuring Entity access to its warehouse upon the latter's request.
9. The Service Provider shall entertain the delivery/pull out of commodities stored in the warehouse during weekdays (Monday to Friday) and during office hours (8:00am to 5:00pm) but flexible to extend if deemed necessary due to unavoidable circumstances.
10. The Service Provider shall operate the warehouse and accept transactions during emergency/disaster/calamity (including Saturday, Sunday and Holiday).
11. The Service Provider shall accept all deliveries as per approved Request for Schedule of Delivery (RSD) per days.
12. Location and Site Condition:
 - a) The storage facility should be accessible by public transport and be within the National Capital Region
 - b) The facility must be located in a sanitary, healthy environment and away/distant from:
 - Atmospheric pollution (industrial and cement factories)
 - Hazardous industries (explosive, chemical, gas and oil plants)
 - Land susceptible to erosion, weak foundation
 - Fire prone areas (densely populated or squatted)
 - Industries that attract rodents such as wheat processing, rice mill factories)
 - c) The storage facility must not shared space with combustibles materials, food industrial/office supplies and equipment.
 - d) The storage facility must be conducive for DOH personnel (SCMS) who will do regular monitoring activities such as identification, classification, pull-out, labeling, re-boxing, physical inventory, validation and disposal as maybe necessary.
 - e) The storage facility must have parking slots for use by DOH personnel (SCMS)
 - f) The storage facility must not be located in flood prone area where there could be adverse effect to its usage. The bidder shall submit a certificate from the City Engineering Office that the facility is not located in the flood prone area.
 - g) The storage facility must be at least five (5) meters safely separated from other neighboring structures.
 - h) The storage facility is structurally safe and compliant with the National Building Code, Fire Code of the Philippines and other Government Agencies (National and Local) Safety Regulations (Compliance Certificate to be submitted)

B. TECHNICAL SPECIFICATIONS

1. Shall have good historical and current performance: List of clients retained for 3 years; list of clients who decided to discontinue to services and reason for the discontinued contract (contact details should be provided).
2. Shall have an **ambient** air cooled warehouse (**operating between 25°C to 35°C**) with an area/size of 6,000 sqm for the storage of health and other health related commodities and supplies of the DOH. In case the bidder will offer more than 1 warehouse to comply with the 6,000 sqm requirement, the distance between warehouse shall not exceed 1 kilometer
3. The said warehouse/s shall be equipped with back-up power source, warehouse shall have an industrial thermometer (at least 5 units) to measure the room temperature and hygrometer (at least 5 units) to measure the humidity of the warehouse and can store commodities according to the temperature requirement of the health commodities and supplies.
4. Shall provide at least eight (8) 24/7 functioning security CCTV cameras in all the warehouses with Transport Video Interface (TVI), at least 5MP, data storage (200 GB – 600GB) for at least 1 month and provide the Procuring Entity the monthly record/back up. CCTV Cameras should be installed in the following strategic locations of the warehouse:

Number of Cameras	Location
1 CCTV Camera	All access points (Gates/ Passageways/Paths). Additional Cameras for each additional access point
1 CCTV Camera	Paths/ Access Roads leading to Warehouse Access points
1 CCTV Camera	Guard Station
1 CCTV Cameras	Cross Dock/ Loading Area
4 CCTV Cameras	Strategic Locations around the warehouse (Corners/Blind Spots)

5. The warehouse/s shall be manned 24/7 by at least one (1) security personnel with security reliever. If more than one (1) warehouse is provided, one (1) security personnel with security reliever shall be assigned for **each** warehouse.
6. Shall have at least four (4) personnel/staff (wearing uniforms) with at least three (3) years relevant experience in handling and storing Health Commodities

7. Must have ample access space for the maneuverability for delivery vehicles
8. Must have the following minimum equipment:

Item	Unit	Quantity (per every 3,000 sqm and below)
Forklift	unit	1
Trolley	Pcs	4
Ladders	Pcs	2
Jack Lift/Pallet Truck	Pcs	3
Vacuum	Pcs	2
First Aid Kit	kit	2
Fire extinguisher (ABC / Powder)	Pcs	3
Reflective vest	Pcs	10
Hard Hat	Pcs	10
Protective Shoes	pair	10
Warehouse gloves	Pair	10
Industrial Fan	Pcs	6

9. Must have available standard pallets for the proper handling and storage of the commodities.
10. The Service Provider shall present and provide insurance to cover the DOH leased warehouse/s, buildings and equipment via a reputable insurance company while the DOH shall provide insurance coverage for all commodities within the warehouse/s via the Government Service Insurance System (GSIS)
11. Must have a comprehensive warehouse management operation that covers at least the following functions: receiving, put-away, picking, packing, or repacking, releasing for shipment and disposal of damaged stocks
12. Must have a Warehouse Management System capable of recording information such as lot/batches, expiry date, manufacturing dates, volume (different sizes of boxes), and weight of each box upon receipt of commodities which can then be automatically generated for the various SCMS required reports
13. Must have a written Sanitation and Pest Control Program to observe that storage areas are clean and free from accumulated waste, rodents and vermin. A sanitation program should be available indicating frequency of cleaning and the methods to be used to clean the premises and storage areas. The pest-control agents used should be safe, and there should be no risk of contamination of pharmaceutical products
14. Additional **valid** documents for submission and for validation by the DOH Technical Working Group (TWG) during site visit at the Bidder's facility.

- a. Company Profile
- b. Warehouse Layout with measurement
- c. Warehouse façade picture
- d. Screenshot/Picture of the Warehouse Management System
- e. Photocopy of the written Sanitation and Pest Control
- f. Description of Security System Plan/Security Plan
- g. Photocopy of the insurance of the Facility (CY 2024 January to December)
- h. Certification of Satisfactory Performance from the previous client.
- i. Certification of Satisfactory Performance from the current client.
- j. Certificate from the City Engineering Office that the facility is not located in the flood prone area
- k. Compliance Certificate that the storage facility is structurally safe and compliant with the National Building Code, Fire Code of the Philippines and other Government Agencies (National and Local) Safety Regulations
- l. Shall have good historical and current performance: List of clients retained for 3 years; list of clients who decided to discontinue to services and reason for the discontinue to services and reason for the discontinued contract (contact details should be provided)

C. CONTRACT IMPLEMENTATION, REVIEW AND PENALTIES

A. Contact Persons:

Project Management Group (PMG) composed of the following:

MARIA JOYCE U. DUCUSIN, MD, MPH

OIC-Director IV

Supply Chain Management Service

Tel. No. 8651-7800 loc 2354

Email: scms@doh.gov.ph

ENGR. MAXIMO A. ADAN, JR

OIC, Division Chief, WDD

Supply Chain Management Service

Tel. No. 8651-7800 loc 2227

Email: maadan@doh.gov.ph

B. Key Performance Indicators (KPIs):

The Warehouse Space Provider is to achieve the following:

1. Effective Warehousing of Health Commodities based on international standards and DOH Warehouse Operations Manual (WOM) Temperature Control, Recommended Storage for Health Commodities etc.
2. Value of Damaged/Lost Stocks while stored in the Warehouse
3. Compliance to total specifications and scope of work

C. Service Performance Monitoring and Evaluation

1. Service Provider shall be evaluated every quarter based on the Compliance as well as the overall performance
2. The DOH shall issue Request For Action (RFA) on whatever findings not in conformance with the Terms Of Reference (TOR) under the contract for corrective measures and shall be noted/included in the Evaluation tool. Any recurring same deficiencies made by the Service Provider for 3 times shall be subject to termination of the contract and/or subsequent legal action, if applicable.

D. Penalties

1. For commodities lost or damaged due to negligence, the Service Provider would be charged with the actual acquisition cost plus 20% of the value of the commodities damaged. Legal action may also be pursued by the procuring entity, if applicable.
2. In case of contract termination, the Service Provider shall allow the incoming Service Provider to pick-up all DOH commodities and transfer to its warehouse freely without any physical or legal constraints

E. Contract Pre-termination and Extension

1. In case of pre-termination of this contract with the Service Provider due to its failure to meet the required KPIs and/or other breaches of contract, the DOH reserves the right to engage the services of the next lowest calculated responsive bidder pursuant to relevant provisions of Republic Act 9184 and its 2016 Revised Implementing Rules and Regulations.

2. The Contract of services **shall be for a period of twelve (12) months**

- F. Delivery Schedule: The delivery period shall commence immediately upon receipt of approved Notice to Proceed (NTP) *for a period of twelve (12) months*

D. TERMS OF PAYMENT

1. Upon submission of monthly billing

E. REQUIREMENTS FOR BIDDING

- A. Technical Proposal (Including Warehousing Requirements and Technical Specifications)

- B. Financial Proposal – Attached is the template to be filled up by the bidder:

1. Bid price shall include all appropriate government taxes.
2. Warehouse Cost shall include cost of handling, storage equipment use, manpower, utilities and internet.
3. Insurance to be computed based on the area of the warehouse and equipment.
4. All open spaces in the templates shall be filled in with the rate cost; incomplete filling shall be ground for disqualification.

Signature over Printed Name

[date of signing]

In the capacity of:

designation

Duly authorized to sign bid for and on behalf of:

[title or other appropriate

[Name of Company]

[Complete

office

address]

[Contact

No.]

[Fax No.]

[E-mail Address]

Annex A
FINANCIAL PROPOSAL FORM
For the Procurement of Warehousing Services (Ambient) 6,000 sqm located at Metro Manila

Total ABC	Capacity	Rate per Sqm (per month)	Rental Cost per Month	Total Rental Cost
			(6,000 sqm X rate per sqm) per month	Rate per month X 12 months
PhP28,800,000.00	6,000 sqm			

NOTE:

1. Total ABC to consume is PhP28,800,000.00 for 12 months
2. Actual Billing is upon released of NTP at the rate per month offered as the basis
3. Total Contract amount will be based on the remaining Number of Months from the actual release of the NTP for a period of twelve (12) months multiplied by rate per month
4. Bid Price shall include all applicable government taxes

 Signature over Printed Name
[date of signing]

In the capacity of:
 Duly authorized to sign bid for and on behalf of:

[title or other appropriate designation]
[Name of Company]
[Complete office address]
[Contact No.]
[Fax No.]
[Email Address]