



Republic of the Philippines
PROVINCE OF CAMARINES NORTE
BIDS AND AWARDS COMMITTEE



**INVITATION TO SUBMIT UNSOLICITED OFFER FOR
LEASE AGREEMENT FOR**

“HEMODIALYSIS FACILITY MANAGEMENT CENTER”

LABO DISTRICT HOSPITAL, TALOBATIB, LABO, CAMARINES NORTE

The Provincial Government of Camarines Norte, through its Bids and Awards Committee is inviting unsolicited offer for the Lease Agreement for the captioned contract with a minimum monthly lease rate of Three Hundred Thousand Pesos (P300,000.00) for five (5) years, which include the following services:

1. Provision, operation, management and maintenance of hemodialysis machines;
2. Supply of dialysis machines and related consumables as well as pharmaceutical products necessary in the conduct of the dialysis treatments;
3. Proper disposal of all wastes, including infectious and medical items produced in the Dialysis Center; and
4. Physical Rehabilitation and maintenance of dialysis units and machines

Those who are interested shall submit letter of intent and secure copies of the Terms of Reference for the contract, instructions, criteria, schedule of activities and other details related to the selection procedure, from the Office of the Bids and Awards Committee, at the *new BAC Conference Office, at the back of Agro-Sports Center, J. Lukban Street, Daet, Camarines* starting *April 22, 2025*, from 8:00 am to 5:00 pm, Monday to Friday, except Holidays.

The submission of proposal shall not be later than 9:30 a.m., *May 06, 2025* at the *new BAC Conference Office, at the back of Agro-Sports Center, J. Lukban Street, Daet, Camarines*. The Opening of Proposal shall follow 10:00 a.m., *May 06, 2025* at the same office. Non-refundable cost of proposal documents is Five Thousand Pesos (Php5,000.00).

For further information, please refer to:

ENGR. ALMIRANTE A. ABAD

Provincial Agriculturist /Head, BAC Secretariat

Provincial Capitol Bldg., Daet, Camarines Norte

(054) 885-1474

You may visit the website: <https://camsnorte.com/>

ATTY. ARCHIMEDES O. YANTO
Provincial Legal Officer/BAC Chairperson

TERMS AND CONDITIONS

1. The prospective proponents shall submit the following requirements:
 - a.) PhilGEPS Registration/SEC Registration/Mayor's Permit
 - b.) Certificate of Registration from the BIR;
 - c.) Valid Certificate of Medical Device Registration (CMDR)/ Certificate of Medical Device Notification (CMDN)/ Certificate of Medical Device Listing (CMDL) or its equivalent as per FDA Circular 2020-001, 001A and 002C;
 - d.) Philippine Renal Disease Registry (PRDR);
 - e.) Valid Certificate of Product Registration (CPR) issued by FDA for the brand offered for all registrable items in other related consumables; If CPR is expired, the bidder must attach the expired CPR together with the receipt or proof of renewal. However, for new application of CPR, official receipt or certificate of ongoing processing will not be accepted;
 - f.) Sworn and duly notarized statement that the prospective proponents has not been "blacklisted" to participate in biddings/proposals by any government agency, local government unit (LGU) or government-owned or controlled corporation (GOCC).
 - g.) Sworn and duly notarized undertaking that the prospective proponent shall:
 - a. Handle all the architectural, engineering and related designs for the operation of the dialysis facility based on the designs and specification approved by the Department of Health for hemodialysis and peritoneal dialysis center.
 - b. Secure all permits and licenses, at its expense, necessary for the operation and maintenance of the dialysis facility;
 - c. Provide the dialysis facility with all the required furniture, fixture and medical equipment necessary and desirable in the operation and maintenance of the said facility;
 - d. Supply of dialysis equipment with reverse osmosis system, which includes a minimum of fifteen (15) machines including water system and other equipment as per DOH requirements;
 - e. Be responsible for the maintenance, including replacement parts and preventive maintenance of all machines and systems installed and used at the Dialysis Facility and shall ensure that the said equipment are in operating conditions;
 - f. Supply and provide related consumables as well as pharmaceutical products necessary in the conduct of the dialysis treatments;
 - g. Maintain the dialysis equipment in operable condition 95% of the time;
 - h. Provide proper disposal of all wastes, including infectious and medical items produced by the Dialysis Center;
 - i. Provide trainings to Hemodialysis Nurses and Hemodialysis Technicians;

- j. Adhere to the applicable laws and regulations of a Dialysis center including registration and licenses;
 - k. Prepare report of monthly treatment and submit to the Province of Camarines Norte;
 - l. Fully settle to the Provincial Government of Camarines Norte on or before 15th day of the succeeding month in the amount of Three Hundred Thousand Pesos (P 300,000.00) per month as payment for the Lease of the Hemodialysis Facility Management Center; and
 - m. Physical Rehabilitation and maintenance of dialysis units and machines
2. The following shall also be included as part of the Proposal:
 - a. Plans, architectural, engineering and related designs for the operation of the dialysis facility in accordance with the designs and specifications approved by the Department of Health for hemodialysis under DOH Administrative Order No. 2012-0001;
 - b. Certificates and requirements in accordance to the guidelines set by the Department of Health and Philippine Society of Nephrology;
 - c. List of manpower to be assigned to the project;
 - d. List basic medicines, equipment and supplies for the operation of dialysis center;
 - e. Material Safety Data Sheet;
 - f. Plans and system for proper solid waste management which shall be in accordance with the revised DOH Manual on Health Care Waste Management and Environmental Management Bureau - Department of Environment and Natural Resources (EMB-DENR) environmental laws, particularly R.A. 9003 (Ecological Solid Waste Management Act);
3. The proponents shall submit sealed envelopes contains the proposals, on or before the specified date and time of opening of proposals.
4. Proposals submitted after the date and time stipulated of the bids will not be entertained.
5. Failure to include the required requirements shall automatically disqualify.
6. The Award of lease agreement shall be based on the offer determined to be most advantageous to the government.
7. The Provincial Government of Camarines Norte reserves the right to accept or reject any offer, to annul the process, and to reject all offers at any time prior to contract award, without thereby incurring any liability to the affected proponents.