



Republic of the Philippines
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
Camp BGen. Rafael T Crame, Cuezon City

MEMORANDUM CIRCULAR

No.: 2021-033

25 MAR 2021

TEST PARAMETERS IN THE CONDUCT OF TEST AND
EVALUATION FOR HOSPITAL BED FOR WARD PATIENT

1. REFERENCES:

- a. Republic Act No. 9184 entitled: "An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for Other Purposes and its Revised Implementing Rules and Regulation (IRR)";
- b. NAPOLCOM Resolution No. 2020-0763 entitled: "Prescribing the Minimum Standard for Hospital Bed for Ward Patient";
- c. PNP Memorandum Circular (MC) No. 2021-007 entitled: "Prescribing the Minimum Technical Specifications for Hospital Bed for Ward Patient" dated January 22, 2021; and
- d. PNP MC No. 2019-016 entitled: "Implementing Guidelines of NAPOLCOM Resolution No. 2019-012. Defining the Commission's Function to prescribe Minimum Standard for Uniforms, Arms and Equipment for the Philippine National Police (PNP) and Delineation of the Authority of the Chief Philippine National Police and to Set One Technical Specifications of PNP Uniforms, Arms and Equipment" dated April 4, 2019.

2. RATIONALE:

This MC covers all the components of Hospital Bed for Ward Patient to be procured by the Philippine National Police (PNP)

3. SITUATION:

At present, the number of patients in PNP Health Service (HS) hospitals increased due to COVID-19 pandemic, hence, the need for additional hospital beds for ward patients. This bed has special features both for the comfort and well-being of the patient and for the convenience of health care workers. Common features include adjustable height for the entire bed, the head, and the feet; adjustable side rails; and it is manually operated through its crank system.

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4. PURPOSES:

- a. To establish policy guidelines and test parameters for the conduct of functional test and evaluation for Hospital Bed for Ward Patients to enhance the capability of the PNP Health Service; and
- b. The Hospital Bed for Ward Patients are the types of beds used in hospitals as well as in other health care facilities and settings, such as nursing homes, assisted living facilities, outpatient clinics, and in home health care.

5. DEFINITION OF TERMS:

- a. **Acrylonitrile Butadiene Styrene (ABS)** - refers to the common thermoplastic polymer. Its glass transition temperature is approximately 105 °C. ABS is amorphous and therefore has no true melting point. ABS is a terpolymer made of polymerizing styrene and acrylonitrile in the presence of polybutadiene.
- b. **Crank** - refers to an arm attached at a right angle to a rotating shaft by which circular motion is imparted to or received from the shaft. When combined with a connecting rod, it can be used to convert circular motion into reciprocating motion, or vice versa. The arm may be a bent portion of the shaft, or a separate arm or disk attached to it.
- c. **Gatch Bed** - refers to a hospital bed with a frame in three movable sections equipped with mechanical spring parts that permit raising the head end, foot end, or middle as required broadly.
- d. **IV Poles or Intravenous Poles** - refer to medical devices designed as a slender iron or aluminum portable pole with adjustable height, a 4-5 wheeled base for stability, and two to four hooks on the pole top that provide a secure place to hang bags of medicine or fluid that with gravity, ensures an uninterrupted administration of medicine down through a hollow plastic tube and into the veins of the patient.
- e. **Mattress** - refers to a large, rectangular pad for supporting the reclining body, designed to be used as a bed or on a bed frame, as part of a bed. Mattresses may consist of a quilted or similarly fastened case, usually of heavy cloth, that contains materials such as hair, straw, cotton, foam rubber, or a framework of metal springs.
- f. **Polyethylene or Polythene** - is the most common plastic in use today. It is a linear, man-made, addition, homo-polymer, primarily used for packaging.
- g. **Side Rail** - refers to one long narrow members connecting the headboard and footboard of a bed.

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- h. **Ward** - refers to a large room in a hospital for the accommodation of several patients.

6. GUIDELINES:

- a. The Directorate for Research and Development, shall function as an independent testing facility of the PNP. As required, its personnel shall perform their duties and functions pursuant to the PNP Memorandum Circular 2015-015;
- b. The post-qualification test and the conduct of inspection and acceptance test shall be based on the most recent standard issued by NAPOLCOM and the specifications issued by the PNP for Hospital Bed for Ward Patient;
- c. Additional technical requirements imposed by the Bids and Awards Committee (BAC) may only be considered in the conduct of test if the same are properly reflected in the bidding documents or in its supplemental bid bulletin (SBB). Likewise, in case there is a need to conduct additional tests, which are not included in the approved test parameters, the same may be allowed only if the additional test parameters are properly reflected in the bidding documents or in its SBB;
- d. GPPB Circular No. 06-2016 with subject "Expenses Related to the Conduct of Post-Qualification" shall be observed during the conduct of post-qualification. Hence, the administrative and operational expenses shall be charged to the proceeds of the sale of the bidding documents as indirect cost of administrative cost pursuant to GPPB Resolution No. 04-2012;
- e. On the other hand, administrative and operational expenses for the conduct of test and evaluation during inspection and acceptance shall only be imposed upon the supplier if the same were included in the computation of the Approved Budget for the Contract and integrated in the preparation of the Project Management Plan;
- f. Consistent with the "pass or fail criteria," non-compliance with the NAPOLCOM-Approved Standard and PNP Specifications during post-qualification test is a ground for post-disqualification;
- g. During the inspection and acceptance, the procuring entity may reject any goods or any part thereof that fail to pass any test and/or inspection or do not conform with the specifications;
- h. Samples submitted for post-qualification and acceptance test and evaluation shall not be considered part of the delivered items, unless otherwise specifically provided in the bidding documents. Except in cases where samples are considered part of the delivered items or when a Motion for Reconsideration is filed by the suppliers with the BAC or Committee on Inspection and Acceptance, all samples submitted shall be

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returned to the suppliers immediately after the termination of the post-qualification and acceptance test and evaluation; and

- i. All the members of the Technical Working Group (TWG) shall sign the result of the post-qualification and acceptance test and evaluation. In case there are disagreements on the findings of the TWG, the member who did not conform with the findings/results is allowed not to sign the report, provided that he will submit his written explanation, which shall be attached to the report of the TWG.

7. PROCEDURE

a. Visual/Dimensional and Technical Specifications Evaluation.

- 1) **Purpose:** To ascertain if the Hospital Bed for Ward Patients conforms with the PNP Specifications through the conduct of visual, dimensional, and technical specification evaluation.
- 2) **Procedures:** To validate the visual, dimensional and technical specifications of the equipment based on the brochure submitted, and/or actual inspection /evaluation of the equipment for its conformity as indicated in NAPOLCOM-Approved Standard, PNP-Approved Specifications, and other requirements.
- 3) **Standard:** The Hospital Bed for Ward Patients must conform with NAPOLCOM-Approved Standard, PNP-Approved Specifications, and other requirements. Any defect noted during the test shall be classified as major defect and a basis for disqualification or non-acceptance of the items.

	Standard	Class of Defects
a)	The item should be tidy and must not have any disfigurements such as deflection and hollowness.	Major
b)	All components and accessories must be complete and compatible.	Major
c)	Must be provided with manual, brochures, and copy of the certification.	Major
d)	Must have warranty on parts and services for at least 1 year	Major

b. Functional Test

Note: A technician or authorized trained representative of the proponent must be present to operate or guide the actual operation of the equipment.

- 1) **Purpose:** To ensure that the Hospital Bed for Ward Patients is in good condition.

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- 2) **Preparation/Installation of the Instrument:** Prior to functional test, necessary installation of all complimentary equipment and accessories, and verification of the operational condition of the Hospital Bed for Ward Patients must be first established. Any abnormal performance or condition that was detected must be referred to the supplier.
- 3) **Actual Test:** A functional test must be performed based on the operational manual of the Hospital Bed for Ward Patients. Any defect noted during the test shall be classified as major defect and basis for post-disqualification or non-acceptance of the item:

Particulars		Standard /Specifications	Test Procedure	Class of Defect
a)	Overall Length	Must be at least 76 inches	Visual	Major
b)	Over all Width	Must be at least 35 inches	Visual	Major
c)	Side Rail Guard	Must be whole bar or split side rails, both rails with 2 to 4 inches gap at the middle	Visual	Major
d)	Head and Foot Board	Must be plastic Blow Molded Polyethylene (PE) or Acrylonitrile Butadiene Styrene (ABS) plastic.	Visual/ Brochure	Major
e)	IV Pole	Must be at least 2 hooks and 2 sockets	Visual/ Demonstration/ Brochure	Major
f)	Capacity	Must be at least 250 kgs	Demonstration/ Loading Test/Brochure	Major
g)	Backrest	Must have at least 80°	Demonstration/ Visual	Major
h)	Knee Gatch/Thigh	Must be at least 40°	Demonstration/ Visual	Major
i)	High adjustment	Must be 28 inches maximum from the floor.	Demonstration/ Visual	Major
j)	Low adjustment	Must be at least 22 inches from the floor.	Demonstration/ Visual	Major

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k)	Type	Must be 3 cranks (head, foot part, and whole bed - high and low adjustment)	Demonstration/ Visual	Major
l)	Mattress	Compatible/fit with bed frame; with anti-bacteria and water repellent cover; and with polyurethane foam material	Demonstration/ Visual/ Certification and Brochure	Major
m)	Caster	4 (must have brake)	Demonstration/ Visual	Major

8. REPEALING CLAUSE:

All previous MCs inconsistent with the foregoing are hereby modified, amended, or repealed accordingly.

9. EFFECTIVITY:

This MC shall take effect immediately after 15 days from filing a copy thereof at the University of the Philippines Law Center in consonance with Sections 3 and 4, Chapter 2, Book VII, E.O. No. 292, otherwise known as the "Revised Administrative Code of 1987," as amended.



[Signature]
DEBOLD M SINAS
 Police General
 Chief, PNP

Distribution:

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MAR 25 2021

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