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

MAR 11 2021

MEMORANDUM CIRCULAR
No.: 2021- 037

TEST PARAMETERS IN THE CONDUCT OF TEST AND EVALUATION FOR VEIN VIEWER

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. 2020-0046 entitled: "Prescribing the Minimum Standard for Vein Viewer" dated January 20, 2020;
   c. PNP Memorandum Circular (MC) No. 2020-088 entitled: "Prescribing the Minimum Specifications for Minimum Technical Specifications for Vein Viewer" dated December 8, 2020; and
   d. PNP UESB Resolution No. 2020-026 entitled: "Approving the Proposed the Minimum Specifications for Minimum Technical Specifications for Vein Viewer" dated October 22, 2020.

2. **RATIONALE:**

This Memorandum Circular (MC) covers all the components of Vein Viewer to be procured by the Philippine National Police (PNP).

3. **SITUATION:**

Presently, the PNP Health Service clinicians is in need of a device that could provide them an accurate image of a patient's vein. It is important that clinicians can see the patient's actual blood pattern, peripheral veins, bifurcations, valves, and can assess in real time the refill/flushing of vessels, thereby improving the outcome of the total vascular procedure and preventing complications such as hematomas from accidental puncture.

4. **PURPOSES:**

   a. To establish policy guidelines and test parameters for the conduct of functional test and evaluation for Vein Viewer to be used by the PNP in the procurement of the equipment; and

b. The device will be used by the clinicians of the PNP Health Service to their patient in producing highly accurate vein map, prevent possible pre-analytical error in the venipuncture procedure, and lessen the patients discomfort and pain.

5. **DEFINITION OF TERMS:**

For purposes of this MC, the following terms shall mean:

a. **Image Resolution** – refers to the detail an image holds. The term applies to raster digital images, film images, and other types of images. Higher resolution means more image detail. Image resolution can be measured in various ways. Resolution quantifies how close lines can be to each other and still be visibly resolved.

b. **Lumen** – is the System International (SI) derived unit of luminous flux, a measure of the total quantity of visible light emitted by a source per unit of time. Luminous flux differs from power from its the radiant flux includes all electromagnetic waves emitted, while luminous flux is weighted according to a model of the human eye's sensitivity to various wavelengths.

c. **Near-infrared** – refers to a spectroscopic method that uses the near-infrared region of the electromagnetic spectrum. Typical applications include medical and physiological diagnostics and research including blood sugar.

d. **Optimal** – refers to the best, most favorable or desirable, especially under some restriction.

e. **Pediatric –** refers to the branch of medicine that involves the medical care of infants, children, adolescents. The American Academy of Pediatrics recommends people be under care up to the age of 21.

f. **Vein** – refers to a vessel through which blood passes from various organs or parts back to the heart, in the systemic circulation carrying blood that has given up most of its oxygen.

g. **Visualization** – refers to the representation of an object, situation, or set of information as a chart or other image.

6. **GUIDELINES:**

a. The Directorate for Research and Development, shall function as 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 Vein Viewer;

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 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 to 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 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. **PROCEDURES:**

a. **Visual/Dimensional and Technical Specifications Evaluation**

1) **Purpose:** To ascertain if the Vein Viewer conforms with the NAPOLCOM-Approved Standard and 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 requirement; and

3) **Standard:** The Vein Viewer must conform with the 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 must be complete.	Major
c)	Must be provided with brochure and certification/warranty.	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 Vein Viewer is in good working condition.

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 Vein Viewer must first be 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 Vein Viewer.

4) **Standard**: The submitted/delivered Vein Viewer must be able to deliver its purpose and perform all the required tests. Any defect noted during the test shall be classified as major defect and it's a basis for post-disqualification or non-acceptance of the item.

Particular		Standard	Test Procedure	Class of defects
a)	Dimensions	Must be Handheld	Visual Inspection	Major
b)	Power Source	Must be capable of battery or AC operation (battery operated or AC)	Validation through demonstration and brochure/ manufacturer standard	Major
c)	Battery life	Must not less than 100 minutes of continuous run	Validation through actual demonstration	Major
d)	Weight	Must not more than 1.6 lbs.	Actual weighing	Major
e)	The device can project veins image on the surface of the skin.		Actual demonstration	Major
f)	The device can outline vein to find optimal puncture site		Actual demonstration	Major
g)	Depth of visualization	Must not be less than 8 mm	Actual demonstration and brochure	Major
h)	Light Type	Must be Light Emitting Diode (LED) - Near Infrared light (NIR) as the source of brightness	Validation through inspection of manufacturer brochure	Major
i)	Lumens	Must be adjustable	Actual demonstration	Major
j)	Mode	Must be adjustable in working with different types of skin	Actual demonstration	Major
k)	Resolution	Must be manufacturer Standard	Brochure	Major
l)	Accessories	The device must be mountable on its tripod	Brochure/validation through demonstration	Major

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Chief, Administrative Section

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.

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