



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

MEMORANDUM CIRCULAR  
 NUMBER: 2021-059

MAY 14 2021

**TEST PARAMETERS IN THE CONDUCT OF TEST AND  
 EVALUATION FOR EMERGENCY CART**

**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)"; and
- b. NAPOLCOM Resolution No. 98-180 entitled: "Approving the Standard Specifications for Various PNP Medical Equipment" dated August 12, 1998.

**2. RATIONALE:**

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

**3. SITUATION:**

The PNP Health Service (HS) will procure the emergency cart for its effective emergency response, easy handling, and direct and immediate access of the entire medical emergency team to medicine and instrument.

**4. PURPOSES:**

- a. To establish policy guidelines and test parameters for the conduct of functional test for emergency cart purposely to enhance the capability of the PNP HS through acquisition of essential equipment;
- b. To establish the completeness, quality, and functionality of emergency cart; and
- c. The Emergency Cart will be used by the PNPGH for easy handling, and direct and immediate access of the entire medical emergency team to medicine and instrument.

**5. DEFINITION OF TERMS:**

For the purpose of this MC, the following terms will mean:

- a. **Antistatic Agent** – refers to a compound used for treatment of materials or their surfaces in order to reduce or eliminate build-up of static

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electricity. Static charge may be generated by the triboelectric effect or by a non-contact process using a high voltage power source.

- b. **Biomedical waste or hospital waste** – refers to any kind of waste containing infectious (or potentially infectious) materials.
- c. **Cart** – refers to a wheeled conveyance that stores lifesaving equipment, drugs, or anything that will be required in the event of a medical emergency.
- d. **Catheter** – refers to a medical device that can be inserted in the body to treat diseases or perform a surgical procedure.
- e. **Defibrillation** – refers to a treatment for life-threatening cardiac dysrhythmias, specifically ventricular fibrillation and non-perfusing ventricular tachycardia.
- f. **IV Poles** – refer to stands 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 into the veins of the patient.
- g. **Suction Tube** – refers to a medical device which provides suction by being attached to a suction machine.
- h. **Vacuum Pump** – refers to a device that draws gas molecules from a sealed volume in order to leave behind a partial vacuum.

## 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 Emergency Cart;
- 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. Government Procurement Policy Board (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

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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 to 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. Physical Evaluation

- 1) **Purpose:** To ascertain if the Emergency Cart conforms to the NAPOLCOM Standard Specifications and other requirements through the conduct of visual, dimensional, and technical specification evaluation.
- 2) **Procedures:** To validate the visual, dimensional, and technical specifications of the equipment stated on the brochure/documents submitted, and/or on the actual inspection/evaluation of the equipment for its conformity as indicated in NAPOLCOM Standard Specifications and other requirements.
- 3) **Standard:** The Emergency Cart must conform to the NAPOLCOM Standard Specifications and other requirements. Any defect noted

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during the test shall be classified as major defect and a basis for disqualification or non-acceptance of the items.

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

**b. Functional Test and Evaluation**

- 1) **Purpose:** To ascertain the functional capacity and integrity of Emergency Cart in accordance with its purpose;
- 2) **Standard:** The submitted/delivered Emergency Cart 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 basis for post-disqualification or non-acceptance of the item; and
- 3) **Actual Testing:** The following functional tests must be performed based on the operation's/user's manual.

	Particulars	Standard/ Specification	Test Procedure	Class of Defect
(a)	Mobility	Must have four antistatics, blockable	Visual/ Demonstration	Major
(b)	Drawer	Must be stainless steel with central locking system control by security seals to prevent unauthorized opening and quick release in case of emergency	Visual/ Brochure/ Demonstration	Major
(c)	Kit for drawers	Must be organizational with two or four units	Visual/ Brochure/ Demonstration	Major
(d)	Oxygen Tank	Must be fastened with special belt	Visual/ Brochure/ Demonstration	Major
(e)	Suction Tubes and Containers	Must have support	Visual/ Brochure/ Demonstration	Major
(f)	IV Bins, Bags, Bottles and Supplies	Must have clear tilt bin	Visual/ Brochure Demonstration	Major
(g)	Vacuum Pump	Must have a holder	Visual/	Major

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			Brochure/ Demonstration	
(h)	Working Surface	Must be extendable	Visual/ Brochure/ Demonstration	Major
(i)	Waste bag	Must have a holder	Visual/ Brochure Demonstration	Major
(j)	Heart Massagers and Defibrillation	Must have a backboard	Visual/ Brochure Demonstration	Major
(k)	Defibrillator	Must have a platform on swing arm	Visual/ Brochure Demonstration	Major
(l)	IV Poles	Must be extendable with two hooks	Visual/ Brochure Demonstration	Major
(m)	Catheter	Must have a basket	Visual/ Brochure Demonstration	Major
(n)	Dimension	Must be 780mm x 850mm x 1250 mm H	Dimensional/ Brochure Demonstration	Major
(o)	Stainless Steel Drawer	Must be 380mm x 475mm x 140 mm H	Dimensional/ Brochure Demonstration	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 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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