



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

MAY 14 2021

**MEMORANDUM CIRCULAR**

NO.: 2021 - 060

**TEST PARAMETERS IN THE CONDUCT OF TEST AND  
EVALUATION FOR HEAVY-DUTY SUCTION MACHINE**

**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 Approved Resolution Number 99-010 entitled: "Approving the Standard Specifications for Seventeen (17) Various Kinds of Medical Equipment Especially for the Use of PNP Health Service" dated January 25, 1999.

**2. RATIONALE:**

This Memorandum Circular (MC) covers all the components of a Heavy-Duty Suction Machine to be procured by the Philippine National Police (PNP).

**3. SITUATION:**

The PNP Health Service (HS) will procure the Heavy-Duty Suction Machine to be used during medical procedure by medical practitioners to remove mucus, blood, and other bodily fluids from a patient.

**4. PURPOSES:**

- a. To establish policy guidelines and test parameters for the conduct of functional test for Heavy-Duty Suction Machine;
- b. To establish the completeness, quality, and functionality of Heavy-Duty Suction Machine; and
- c. The Heavy-Duty Suction Machine will be used by the PNP HS to remove mucus, blood, and other bodily fluids from a patient. Included among its features is its overflow protection system.

**5. DEFINITION OF TERMS:**

- a. **Constant** - occurring continuously over a period of time.

CERTIFIED PHOTO COPY  
FROM THE ORIGINAL

JENNIFER BONJOC  
POLICE LIEUTENANT COLONEL  
Chief, Administrative Sector

- b. **Intermittent** - coming and going at intervals, not continuous; occasional.
- c. **Millimetre of mercury** – refers to a manometric unit of pressure, formerly defined as the extra pressure generated by a column of mercury one millimetre high, and currently defined as exactly 133.322387415 pascals.
- d. **Mucus** – refers to a slippery aqueous secretion produced by, and covering, mucous membranes.

**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 Heavy-Duty Suction Machine;
- 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 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 to the specifications;

CERTIFIED PHOTO COPY  
FROM THE ORIGINAL

JENIFER ROMJOC  
POLICE LIEUTENANT COLONEL  
Chief, Administrative Section


- 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 Heavy-Duty Suction Machine conforms with the NAPOLCOM-Approved 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 based on the brochure if applicable, and/or actual inspection /evaluation of the equipment for its conformity as indicated in NAPOLCOM-Approved Specifications and/or other requirements included in the bidding documents and/or SBB.
- 3) **Standard:** Heavy-Duty Suction Machine must conform to the NAPOLCOM-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.

	<b>Standard</b>	<b>Test procedure</b>	<b>Class of Defects</b>
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 1 year	Visual Inspection	Major

CERTIFIED PHOTO COPY  
 FROM THE ORIGINAL  
  
 JEMIFFER D. EDNJO  
 POLICE LIEUTENANT COLONEL  
 Chief, Administrative Sector

**b. Functional Test and Evaluation**

- 1) **Purpose:** To ascertain the functional capacity and integrity of Heavy-Duty Suction Machine in accordance with its purpose;
- 2) **Procedure:** To validate the functionality and capability of Heavy-Duty Suction Machine subject for testing;
- 3) **Standard:** The submitted/delivered Heavy-Duty Suction Machine 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 its basis for post-disqualification or non-acceptance of the item.
- 4) **Actual Testing:** The following functional tests must be performed based on the operation's/user's manual:

	Particulars	Specifications	Test Procedure	Class of Defect
a)	Mounted	Must be caster base	Brochure/ Demonstration	Major
b)	Suction Bottle	Must be 650cc (1) and 2600 cc (1)	Brochure/ Demonstration	Major
c)	Maximum Vacuum	Must be 760 mmHg	Brochure/ Demonstration	Major
d)	Pressure Air Exhaust	Must be 40 L/min	Brochure/ Physical	Major
e)	Power source	Must be 220V 50/60 Hz	Brochure/ Demonstration	Major
f)	Dimension	Must be at least 450mm x 820mm x 430mm	Brochure/ Dimensional	Major
g)	Motor	Must be 1.8 HP	Brochure/ Demonstration	Major
h)	Constant Mode	Must be 0- 200mm Hg	Visual/ Demonstration	Major
i)	Intermittent Mode	Must be 0- 200mm Hg	Physical/ Brochure/ Demonstration	Major
j)	Suction Pump	Must be diaphragm type	Brochure/ Physical	Major

JEMPER D. DONJOC  
 POLICE LIEUTENANT COLONEL  
 Chief Administrative Section  
 CERTIFIED PHOTO COPY  
 FROM THE ORIGINAL

**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.



  
**GUILLERMO LORENZO T ELEAZAR**  
Police General  
Chief, PNP

Distribution:  
Command Group  
D-Staff  
P-Staff  
D, NSUs  
RD, PROs

CPNP Ltrs-21 S085551



S085551

CERTIFIED PHOTO COPY  
FROM THE ORIGINAL

  
JENNIFER D BENJOC

POLICE LIEUTENANT COLONEL

Chief, Administrative Section