



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.: 2021-061

**TEST PARAMETERS IN THE CONDUCT OF TEST AND  
EVALUATION FOR INFANT INCUBATOR**

**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 No. 2011-309 entitled: "Prescribing the Standard Specifications for Infant Incubator" dated September 1, 2011.

**2. RATIONALE:**

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

**3. SITUATION:**

The PNP Health Service (HS) will procure Infant Incubator for babies with serious health problems or who are born prematurely and need to stay in Neonatal Intensive Care Unit. It is a device consisting of a rigid box-like enclosure in which an infant may be kept in a controlled environment for medical care. The device may include an AC-powered heater, a fan to circulate the warmed air, a container for water to add humidity, a control valve through which oxygen may be added, and access ports for nursing care. It may also contain a servo control to help regulate incubator air temperature.

**4. PURPOSES:**

- a. To establish policy guidelines and test parameters for the conduct of functional test for Infant Incubator;
- b. To establish the completeness, quality, and functionality of Infant Incubator; and
- c. To ensure that the equipment that will be used by the PNP HS in the pediatric, birthing, and neonatal intensive care units is in good condition and serves its purpose.

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## 5. DEFINITION OF TERMS:

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

- a. **Fluctuations** – refer to an irregular rising and falling in number or amount, a variation.
- b. **Grommet** – refers to an eyelet placed in a hole in a sheet or panel to protect or insulate a rope or cable passed through it or to prevent the sheet or panel from being torn.
- c. **Incubator** – an apparatus with a chamber used to provide controlled environmental conditions especially for the cultivation of microorganism or the care and protection of premature or such babies.
- d. **Mattress** – refers to a fabric case filled with resilient material (such as cotton, hair, feathers, foam rubber, or an arrangement of coiled springs) used either alone as a bed or on a bedstead. An inflatable airtight sack for use as a mattress.
- e. **Neonatal Intensive Care Unit (NICU), also known as an Intensive Care Nursery (ICN)** – refers to an intensive care unit (ICU) specializing in the care of ill or premature new-born infants. Neonatal refers to the first 28 days of life.
- f. **Polymer** – refers to a substance or material consisting of very large molecules, or macromolecules, composed of many repeating subunits.
- g. **Servo Control** – refers to an electronic feedback system, which functions as a thermostat to maintain a constant temperature at the site of a thermistor probe by regulating the heat output of an incubator or radiant warmer.
- h. **Temperature** – refers to a physical quantity that expresses hot and cold. It is the manifestation of thermal energy.
- i. **Transfusion** – refers to an act, process, or instance of transfusing especially the process of transfusing fluid (such as blood) into a vein or artery.

  
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## 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 Infant Incubator;
- 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;
- 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

  
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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 Infant Incubator 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:** Infant Incubator 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 one year	Virtual Inspection	Major

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b. **Functional Test and Evaluation**

- 1) **Purpose:** To ascertain the functional capacity and integrity of Infant Incubator in accordance with its purpose;
- 2) **Procedure:** To validate the Infant Incubator technical specifications as to its functionality and capability;
- 3) **Standard:** The submitted/delivered Infant Incubator 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.
- 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
	Material			
(a)	Hood	Must be medical grade synthetic polymer fiber or better	Brochure/visual	Major
(b)	Tray	Must be medical grade hard plastic fiber or better	Brochure/Visual	Major
(c)	Mattress	Must be foam covered with cotton textile or better	Brochure/Visual	Major
(d)	Mattress to Hood	Must be 410mm – 450mm	Dimensional/ Brochure	Major
(e)	Observation side of Hood	Must have two inclines or as appropriate	Brochure/ Visual	Major
(f)	Operate Ports	Must have at least six	Brochure/ Visual	Major
(g)	Tubing Grommets	Must have at least four	Brochure/ Visual	Major
(h)	Front access panel	Must have at least 826 mm x 280 mm or as appropriate	Visual/ Dimensional	Major
(i)	Mattresses Tray Size	Must have at least 630 x 360 or as appropriate	Visual/ Dimensional	Major

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(j)	Infant Bed Tilt Adjustment	Must be $\pm 10$ degrees step or better	Visual/ Dimensional	Major
(k)	Transfusion Pole Load	Must be at least two kg	Weighing test/ Brochure/ Demonstration	Major
(l)	Mattresses Tray Load	Must be at least 10 kg	Weighing test/ Brochure/ Demonstration	Major
(m)	Cabinet Load	Must be at least six kg	Demonstration /Brochure	Major
(n)	Temperature Control Mode	Must have air and skin servo control or better	Demonstration /Brochure	Major
(o)	Air Temperature Control Range	Must be $20^{\circ}\text{C} - 27^{\circ}\text{C}$	Demonstration /Brochure/ Visual	Major
(p)	Skin Temperature Control Range	Must be $30^{\circ}\text{C} - 37^{\circ}\text{C}$	Demonstration /Brochure/ Visual	Major
(q)	Air Temperature Override Mode	Must be $20^{\circ}\text{C} - 39^{\circ}\text{C}$	Demonstration /Brochure/ Visual	Major
(r)	Skin Temperature Override Mode	Must be $30^{\circ}\text{C} - 38^{\circ}\text{C}$	Demonstration /Brochure/ Visual	Major
(s)	Air Temperature Sensor Accuracy	Must be $\pm 0.5^{\circ}\text{C}$	Demonstration /Brochure/ Visual	Major
(t)	Skin Temperature Sensor Accuracy	Must be $\pm 0.3^{\circ}\text{C}$	Demonstration /Brochure/ Visual	Major
(u)	Temperature Fluctuation	Must be $\pm 0.5^{\circ}\text{C}$	Demonstration /Brochure/ Visual	Major
(v)	Mattress Temperature Uniform	Must be $\pm 0.8^{\circ}\text{C}$	Demonstration /Brochure/ Visual	Major
(w)	Temperature Rise Time	Must be at least 30 minutes	Demonstration /Brochure/ Visual	Major
(x)	Humidity Display Range	Must be 5% - 99%	Demonstration /Brochure/ Visual	Major
		Must be capable of power failure	Demonstration /Brochure	Major

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(y)		Must be capable of fan failure	Demonstration /Brochure	Major
	Alarms	Must be capable of sensor failure	Demonstration /Brochure	Major
		Must be capable of high air temperature at +1.5°C	Demonstration /Brochure/ temperature test	Major
		Must be capable of low air temperature at +1.5°C	Demonstration /Brochure/ temperature test	Major
		Must be capable of high skin temperature at +1.0°C	Demonstration /Brochure/ temperature test	Major
		Must be capable of low skin temperature at +1.0°C	Demonstration /Brochure/ temperature test	Major
		Must be capable of over air temperature at <38°C; <40°C	Demonstration /Brochure/ temperature test	Major
		Must be capable of over skin temperature at at <38°C; <39°C	Demonstration /Brochure	Major
		Must be functional during system failure	Demonstration /Brochure	Major
		Must be capable of silent function	Demonstration /Brochure	Major
		Must be capable of other additional alarm (optional)	Demonstration /Brochure	Major
(z)	Operational Temperature	Must be 20°C- 30°C	Demonstration /Brochure	Major
(aa)	Power Requirement	Must be 220V/60 Hz	Demonstration /Brochure	Major
(bb)	Mobility	Must have at least four caster wheels with lock or its equivalent	Demonstration /Brochure	Major

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(cc)	Accessories	Must have UPS 1000VA 700W with batteries to last not less than six hours	Demonstration /Brochure	Major
		Must have X-ray cassette tray	Visual	Major
		Must have built-in weighing scale	Demonstration /Brochure	Major
		Must have Recommended Standard-232 connector	Demonstration /Brochure	Major
		Must have a user's manual	Demonstration /Brochure	Major
		Must have additional accessories (optional)	Demonstration /Brochure	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.



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

*Handwritten signature of Guillermo Lorenzo T. Eleazar*

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