



# National Center for Mental Health

**BIDS AND AWARDS COMMITTEE  
INVITATION FOR NEGOTIATED PROCUREMENT  
(TWO-FAILED BIDDING)**

**DRUGS AND MEDICINES (SERVICE PATIENTS) CY 2021**

1. The National Center for Mental Health (NCMH) Bids and Awards Committee (BAC) intends to procure for the DRUGS AND MEDICINES (SERVICE PATIENTS) CY 2021 with an Approved Budget for the Contract (ABC) in accordance with Section 53.1 of the Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act."

CATEGORY	APPROVED BUDGET OF THE CONTRACT (ABC)
DRUGS AND MEDICINES (SERVICE PATIENTS) CY 2021	PHP 1,492,050.55
<b>TOTAL</b>	<b>PHP 1,492,050.55</b>

- The NCMH, through its Bids and Awards Committee (BAC), now invites technically, legally, and financially capable suppliers / contractor for the said Supplies.
- The procurement procedure for these requirements is Negotiated Procurement pursuant to Section 53.1 of the revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act", including Annex H thereof.

The BAC will engage in negotiations with a sufficient number of suppliers to ensure effective competition. **The selection of the successful offer shall be based on the best and final offer that will be submitted on the specified date shown below, and which would meet the minimum technical specifications required.**

- Interested Bidder may obtain further information from the BAC Secretariat at the address given below from February 04, 2022-February 22, 2022, Monday to Friday, at 8:00 AM to 5:00PM.
- The Schedule of bidding (Negotiated procurement) is herein stated below:

ACTIVITY	SCHEDULE/VENUE
<b>PRE-PROCUREMENT CONFERENCE</b>	January 31, 2022 (Tuesday) - 9:00AM (Monday) BAC Conference Room, NCMH Compound
<b>ADVERTISEMENT / POSTING OF IAEB</b>	February 04, 2022 (Friday)
<b>1. ISSUANCE AND AVAILABILITY OF NEGOTIATION DOCUMENTS</b>	February 04, 2022 - February 22, 2022 (Monday -Friday) Monday -Friday, 8:00AM - 4:00PM, Procurement Office
<b>2. PRE-NEGOTIATION CONFERENCE</b>	February 11, 2022 (Friday) 9:00AM PAG-ASA Hall, NCMH Compound

*"There is no Health without Mental Health"*



3. SUBMISSION & OPENING OF NEGOTIATION DOCUMENTS (PROPOSAL)	February 23, 2022 (Wednesday) 9:00 AM FAG-ASA Hall, NCMH Compound
4. APPROVAL OF RESOLUTION / ISSUANCE OF NOTICE OF AWARD	February 25, 2022
5. ISSUANCE OF NOTICE TO PROCEED	February 28, 2022

6. Interested bidders shall submit the following documents in sealed envelopes, labeled as "Negotiated Documents", with the title of the procurement project, name of the bidder, address of the bidder, and contract of the bidder, addressed to the undersigned:

### ELIGIBILITY DOCUMENTS

**I. TECHNICAL COMPONENT ENVELOPE  
CLASS "A" DOCUMENTS**

**A. LEGAL DOCUMENTS**

- (1) REGISTRATION CERTIFICATE FROM PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (PHILGEPS) – Platinum Membership; or
- (2) BUSINESS REGISTRATION CERTIFICATE from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the BDS; **and**
- (3) MAYOR'S PERMIT (valid and current) issued by the city or municipality where the principal place of business of the prospective bidder is located; **and**
- (4) TAX CLEARANCE CERTIFICATE (valid and current) for Bidding Purposes, per Executive Order No. 398, s. 2005, as finally reviewed and approved by BIR.

**B. TECHNICAL DOCUMENTS**

- (5) Notarized OMNIBUS SWORN STATEMENT in accordance with Section 25.3 of the IRR of RA 9184, using the form prescribed in Annex: Bidding Forms.

(For Corporation-Attached Corporate Secretary Certificate)  
(For Sole Proprietorship)- Attached Special Power of Attorney)

**PROJECT REQUIREMENTS, which shall include the following:**

- a. CERTIFICATE OF AVAILABILITY OF STOCKS (Letter of Assurance as to availability of stock and prompt delivery of goods)
- b. CERTIFICATE OF PRODUCT REGISTRATION (CPR) from FDA, Current and Valid
- c. DISTRIBUTORSHIP AGREEMENT, Current and valid


**FINANCIAL DOCUMENTS' ENVELOPE**

- (1) Duly signed and completed **FINANCIAL BID FORM. (Annex VII)**
  
- (2) Duly signed and completed **PRICE SCHEDULE FORM. (Annex VIII)**

**Note well:**

1. Any missing, incomplete, or patently insufficient document in the above-mentioned checklist shall be considered "FAILED" (as per Rule IX, Sec. 30.1 of R.A. No. 9184).
2. In case of discrepancies between this checklist and the bidding documents the latter shall prevail.
3. Bidders / who previously participated during the Public Bidding & Re-bidding for the above mentioned categories CY 2021 need not to pay the negotiation documents

The above checklist was discussed and agreed upon by the members of the NCMH Bids and Awards Committee in consultation with its Technical Working Group, including the proponent /end-user/ implementing unit.

  
**ALDEN C. CUYOS, MD, FPPA, IFAPA, MMHoA**  
Chairperson, NCMH-BAC for Goods CY 2022

Department of Health  
**NATIONAL CENTER FOR MENTAL HEALTH**  
Mandaluyong City

**BIDS AND AWARDS COMMITTEE FOR GOODS, FOOD, SUPPLIES AND MEDICINES**

Project: **Negotiated Procurement – Two Failed Bidding**

**Supply and Delivery of Drugs and Medicines (Service Patients) CY 2021**

Approved Budget for the Contract (ABC): **PhP 1,492,050.55**

Date/Time and Venue of Opening of Bids: \_\_\_\_\_

**CHECKLIST OF REQUIREMENTS FOR BIDDERS**

**Instructions:**

1. A bidder must submit one (1) original (i.e., "ORIGINAL") and two (2) additional copies of the original (i.e., "COPY NO. 1" and "COPY NO. 2". All documents shall be current and updated.
2. The "ORIGINAL" copy of the bid form shall be typed or written in ink and shall be signed by the bidder or its duly authorized representative.
3. To facilitate the evaluation of the bids, bidders are advised to compile the documents in two (2) separate folders (i.e., one for Eligibility/Technical Documents and another for Financial Documents), properly labelled and tabbed, and following the sequence provided herein.

**ELIGIBILITY AND TECHNICAL DOCUMENTS' ENVELOPE**

**I. TECHNICAL COMPONENT ENVELOPE**

**CLASS "A" DOCUMENTS**

**A. LEGAL DOCUMENTS**

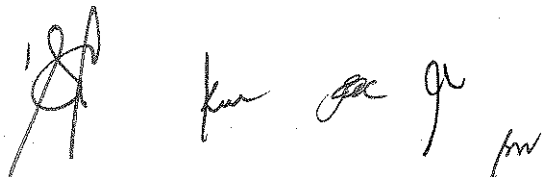
- (1) **REGISTRATION CERTIFICATE FROM PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (PHILGEPS) – Platinum Membership; or**
- (2) **BUSINESS REGISTRATION CERTIFICATE** from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the BDS; **and**
- (3) **MAYOR'S PERMIT** (valid and current) issued by the city or municipality where the principal place of business of the prospective bidder is located; **and**
- (4) **TAX CLEARANCE CERTIFICATE** (valid and current) for Bidding Purposes, per Executive Order No. 398, s. 2005, as finally reviewed and approved by BIR.

**B. TECHNICAL DOCUMENTS**

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- c. **DISTRIBUTORSHIP AGREEMENT**, Current and valid



### C. FINANCIAL DOCUMENTS

- (5) The Supplier's **AUDITED FINANCIAL STATEMENTS**, showing among others the total and current assets and liabilities stamped "received" by the BIR or its duly accredited and authorized institutions for the preceding calendar year which should not be earlier than two (2) years from date of bid submission. (CY 2020 with comparative statement CY 2019 and CY 2020).

<b>FINANCIAL DOCUMENTS' ENVELOPE</b>
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- (2) Duly signed and completed **PRICE SCHEDULE FORM**. (Annex VIII)

**Note well:**

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