



REPUBLIC OF THE PHILIPPINES
 Department of Health
NATIONAL CENTER FOR MENTAL HEALTH
 Nueve de Febrero Street, Mandaluyong City, Philippines
BIDS AND AWARDS COMMITTEE



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CHECKLIST FOR BIDDERS

Project: **NEGOTIATED PROCUREMENT (TWO FAILED BIDDING) FOR THE SUPPLY AND DELIVERY OF DRUGS AND MEDICINES (SERVICE PATIENTS) CY 2023**

Approved Budget for the Contract (ABC):

Php 981,602.50

Date/Time and Venue of Opening of Bids:

May 8, 2023, Monday (9:00AM)

BAC Conference Room, NCMH Compound

Instructions:

1. A bidder must submit one (1) original during submission and opening of bids. 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.

CHECKLIST OF TECHNICAL AND FINANCIAL 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

- (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.
- (6) **AUTHORITY OF THE SIGNATORY**, whichever is applicable:
 - (a) Special Power of Attorney, in case of single proprietorship.
 - (b) Resolution from the General Manager or President, if partnership.
 - (c) Board resolution with Secretary's Certificate, in case of Corporation.

(d) Resolution signed by all the joint-venture partners, in case of Joint-Venture.

(7) **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, if applicable

C. FINANCIAL DOCUMENTS

- (8) **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 2021 with comparative statement CY 2020 and CY 2021).

FINANCIAL COMPONENT ENVELOPE

- (1) Original of duly signed and completed **FINANCIAL BID FORM. And**
- (2) Original of duly signed and completed **PRICE SCHEDULE FORM.**

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.

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.

