



# National Center for Mental Health

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

### DRUGS AND MEDICINES (SERVICE PATIENTS) CY 2023

- The **NATIONAL CENTER FOR MENTAL HEALTH (NCMH)**, Bids and Awards Committee (BAC) intends to procure for DRUGS AND MEDICINES (SERVICE PATIENTS) CY 2023 with an Approved Budget of 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 FOR THE CONTRACT (ABC)
DRUGS AND MEDICINES (SERVICE PATIENTS) CY 2023	Php 981,602.50

- The NCMH, through its Bids and Awards Committee (BAC), now invites technically, legally, and financially capable suppliers for the said project.
- 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 sufficient number of suppliers to ensure effective competition. **The selection of 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 **April 25, 2023 – May 5, 2023, Monday to Friday, at 9:00AM to 4:00PM.**
- The Schedule of bidding (Negotiated Procurement) is herein sated below:

ACTIVITY	SCHEDULE/VENUE
PRE-PROCUREMENT CONFERENCE	April 19, 2023; 09:00 AM BAC Conference Room, NCMH Compound
ADVERTISEMENT / POSTING OF IAEB	April 25, 2023 (Tuesday)
1. Issuance and Availability of Negotiated Documents	April 25 to May 5, 2023 (Monday-Friday) 09:00am- 4:00pm Procurement and BAC office
2. Pre-Negotiation Conference	May 2, 2023 (Tuesday), 09:00AM BAC Conference Room, NCMH Compound
3. Submission and Opening of Negotiation Documents (Proposal)	May 8, 2023 (Monday), 9:00 AM BAC Conference Room, NCMH Compound
4. Approval of Resolution/ Issuance of Notice of Award	May 9, 2023
5. Issuance of Notice to Proceed	May 11, 2023

*"There is no Health without Mental Health"*



6. Interested bidders shall submit the following documents in sealed (**BLUE**) 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:

<b>CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS' ENVELOPE</b>
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**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**

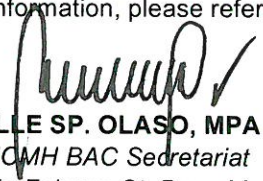
- (1) Original of duly signed and completed **FINANCIAL BID FORM. And**
- (2) Original of duly signed and completed **PRICE SCHEDULE FORM.**

**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.

For further information, please refer to:

  
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[www.ncmh.gov.ph](http://www.ncmh.gov.ph)

You may visit the following websites:

[www.philgeps.gov.ph](http://www.philgeps.gov.ph) (PhilGEPs website using suppliers/bidders account)  
<https://ncmh.gov.ph> (National Center for Mental Health Official Website)

April 25, 2023  
Date of Issue

  
**ALDEN C. CUYOS, MD, FPPA, IFAPA, MMhOA**  
Chairperson, NCMH-BAC for Goods CY2023