



Department of Health
NATIONAL CENTER FOR MENTAL HEALTH
Mandaluyong City



BIDS AND AWARDS COMMITTEE FOR GOODS

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

DRUGS AND MEDICINES (SERVICE PATIENTS) CY 2020

1. The National Center for Mental Health (NCMH) Bids and Awards Committee (BAC) intends to procure for the DRUGS AND MEDICINES (SERVICE PATIENTS) 3 CY 2020 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)3 CY 2020	PHP
TOTAL	PHP 6,692,231.00

2. The NCMH, through its Bids and Awards Committee (BAC), now invites technically, legally, and financially capable suppliers / contractor for the said Supplies.
3. 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.**

4. Interested Bidder may obtain further information from the BAC Secretariat at the address given below from **November 09-November 18, 2020, Monday to Friday, at 8:00 AM to 5:00PM.**
5. The Schedule of bidding (Negotiated procurement) is herein stated below:

ACTIVITY	SCHEDULE/VENUE
PRE-PROCUREMENT CONFERENCE	November 6, 2020 (Friday) -1:30PM BAC Conference Room, NCMH Compound
1. ISSUANCE AND AVAILABILITY OF NEGOTIATION DOCUMENTS	November 09, 2020 – November 18, 2020 Monday – Friday (8:00AM – 4:00PM) Procurement and BAC Office
2.PRE-NEGOTIATION CONFERENCE	November 12, 2020 (Thursday) -1:30 PM BAC Conference Room, NCMH Compound

3. SUBMISSION & OPENING OF NEGOTIATION DOCUMENTS (PROPOSAL)	November 19, 2020 (Tuesday) – 1:30 PM Drugs and Medicines (Service Patients) CY 2020 PAG-ASA HALL, NCMH Compound
4. APPROVAL OF RESOLUTION / ISSUANCE OF NOTICE OF AWARD	November 20, 2020
5. ISSUANCE OF NOTICE TO PROCEED	November 23, 2020

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

Class “A” Documents

(a) **Phil GEPS Certificate of Registration (PLATINUM MEMBERSHIP ONLY)** with Annex A or Class “A” eligibility documents:

- Registration Certificate (DTI Certificate or SEC Certificate)
- Current and valid Mayors/Business Permit
- Current and valid Tax Clearance per Executive Order No. 398, series of 2005, as finally reviewed and approved

(b) Statement of **ALL ITS ON-GOING GOVERNMENT AND PRIVATE CONTRACTS***, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, using the form prescribed: (**Annex I**);

This statement shall be supported with:

Notice of Award or Notice to Proceed or Contract issued by the owners.

**All spaces should be filled up with correct information.*

(c) Statement of the Bidder’s **SINGLE LARGEST COMPLETED CONTRACT (SLCC)*** similar to the contract to be bid, in accordance with ITB Clause 5.4 and using the form prescribed: (**Annex II**).

NOTE: Similar project costing at least twenty five (25%) of the ABC.

This statement shall be supported with:

(a) **Notice of Award or Purchase Order or Contract** issued by the owners.

**All spaces should be filled up with correct information*

(d) Schedule of Requirements (**Annex III**)

(e) Technical Specifications (**Annex IV**)

- **Certificate of Product Registration (CPR) from FDA**

(f) **Notarized OMNIBUS SWORN STATEMENT** in accordance with Section 25.3 of the IRR of RA 9184, using the form prescribed: (**Annex V**)

(g) **AUTHORITY OF THE SIGNATORY**, whichever is applicable:

- Special Power of Attorney, in case of single proprietorship.
- Resolution from the General Manager or President, if partnership.
- Board resolution with Secretary's Certificate, in case of Corporation.
- Resolution signed by all the joint-venture partners, in case of Joint-Venture.

CLASS "B" DOCUMENTS: IF APPLICABLE —

JOINT VENTURE AGREEMENT (JVA), in case the joint venture is already in existence; *or* In the absence of a JVA, **Duly Notarized Statements** (i.e., Protocol/Undertaking of Agreement) from all the potential joint venture partners should be included in the bid, stating: *That*, they will enter into and abide by the provisions of the JVA in the event that the bid is successful; and *That*, failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security (Section 23.1(b) of the 2016 Revised IRR).

NOTES:

- The JVA or the Protocol must specify the company/partner and the name of the office designated as the authorized representative of the joint venture.
- Each partner of the joint venture shall submit their respective Legal (I.A) —Eligibility Documents.
- The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: *Provided that*, the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and latest Audited Financial Statements.

*****IF NOT APPLICABLE INDICATE IN A SEPARATE SHEET WITH TABBING THAT JOINT VENTURE AGREEMENT IS NOT APPLICABLE*****

- BID SECURITY** in prescribed form and validity period may be in any of the following:
 - Cash or Cashier's / Manager's check issued by a Universal or Commercial Bank - (2% of the ABC of the bided item/s); or
 - Bank draft / guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank, Provided however, that it shall be confirmed or authenticated by a universal or commercial bank, if issued by a foreign bank - (2% of the ABC of the bided item/s); or
 - Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security - (5% of the ABC of the bided item/s); or
 - Bid Securing Declaration, using the form prescribed in the Bidding Documents (**Annex VI**).
- AUDITED FINANCIAL STATEMENTS (each for CY 2019 and 2018)** - showing, among others, the prospective bidder's 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 the date of bid submission. Attach a copy of the **corresponding INCOME TAX RETURNS for the AFS submitted (BIR 1701 or 1702 – RT or the equivalent)** filed and paid thru BIR's Electronic Filing and Payment System (eFPS).

***** Include as attachment to the ITR the eFPS page containing the filing reference number and the page showing successful payment (if applicable)**

(i) NET FINANCIAL CONTRACTING CAPACITY (NFCC) COMPUTATION

- Duly signed.
- Showing a detailed computation using the required formula.
- In accordance with ITB Clause 5.5(i.e., must be at least equal to the total ABC of the project).

Calculated amount in Php: _____ Sufficient

FINANCIAL PROPOSAL

(j) Duly signed and completed **FINANCIAL BID FORM (Annex VII)**

(k) Price Schedule Form (**Annex VIII**)

7. The NCMH-BAC reserves the right to accept or reject any proposal and to terminate the procurement process at any time prior to the awarding of contract, without thereby incurring any liability to the affected Suppliers / Contractors.

Instructions:

1. Original Copy only of Eligibility Documents and Technical Proposal combined in one folder of the Financial Proposal in a **BLUE FOLDER** fastener on top with Table of Contents and Tabs (properly labeled according to the checklist for bidders issued).
2. All documents shall be current and updated.
3. 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.

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 & Public Re-Bidding and Negotiated Procurement (Two-Failed Biddings) for the above mentioned categories CY 2020 **need not to pay the negotiation documents, still required to submit LETTER OF INTENT with list of items and NCMH’s ABC that wish to join.**

ALDEN C. CUYOS, MD, FPPA, IFAPA, MMHoA
Chairman, BAC for Goods

TERMS AND CONDITIONS:

1. The official Form / Annexes must be duly signed by the bidder or by the authorized representative. All entries must be typewritten or must be legible, if handwritten
2. The attached Technical Specifications shall be an integral part of the terms and conditions of the contract.
3. Price quotation/s, to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Offer may be accepted immediately or after some negotiations by NCMH Bids and Awards Committee for Goods.
7. Any alterations, erasures or overwriting shall be valid only if done prior to the scheduled Submission and Opening of Negotiation Documents and only if, they are signed or initialed by the duly authorized representative/s.
8. The NCMH shall have the right to inspect and/or to test the goods and services to confirm their conformity to the technical specifications.
9. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods and services not delivered within the prescribed delivery period shall be imposed per day of delay. The NCMH BAC shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.