



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



Telephone No. 531-9001 loc. 242

Telefax No. 5318318

E-mail: bac@ncmh.gov.ph

Website: www.ncmh.gov.ph

### SECTION III: BID DATA SHEET

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. <i>Drugs and Medicines</i></li> <li>b. Completed within two (2) years prior to the deadline for the submission and receipt of bids.</li> </ul>
7	Subcontracts is not allowed
13.2	(a.) The Price of the Goods shall be quoted in Philippine Peso.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> <li>a. The amount is not less than <b>two percent (2%) of ABC</b>, if bid security is in <b>cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</b></li> <li>b. The amount is not less than <b>five percent (5%) of ABC</b>, if bid security in is <b>Surety Bond</b>.</li> </ul>
19.3	<p><b>a. PUBLIC BIDDING FOR THE SUPPLY AND DELIVERY OF DRUGS AND MEDICINES (SERVICE PATIENTS) CY 2023</b></p> <p><i>Please see List of Items for complete lists, quantity and ABC</i></p>
20.2	Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that is submitted the Lowest Calculated Bid, the Bidder shall submit its <ul style="list-style-type: none"> <li>a. Current and Valid Tax Clearance</li> <li>b. Latest Annual Income Tax Return (with corresponding eFPS Filing Reference Number and successful payment page or its equivalent proof of payment, if applicable)</li> <li>c. Certificate of Philgeps Registration (Platinum Membership)</li> <li>d. Current and Valid Mayor's Permit</li> </ul>
21.1	Additional contract documents relevant to the Project that is required by the Procuring Entity: <ul style="list-style-type: none"> <li>a. <b>Notice of Award or Notice to Proceed or Contract</b> issued by the owners, as attachment for the Statement of the prospective bidder of <b>All its On Going Government and Private Contracts</b></li> <li>b. <b>Notice of Award or Contract</b> issued by the owners, as attachment for the Single Largest Completed Contract (SLCC)</li> <li>c. Current and Valid Certificate of Distributorship, <b>if applicable</b></li> <li>d. Current and Valid License to Operate from FDA, <b>if applicable</b></li> <li>e. Current and Valid Certificate of Product Registration (CPR) from FDA</li> <li>f. Certificate of Current Good Manufacturing Practice from FDA issued to Manufacturer</li> <li>g. Notarized Letter of Assurance from the Bidder on the Availability of Stocks</li> <li>h. Certificate of Performance [For <b>current supplier</b>, it shall be issued by the <b>Head of the Procuring Entity</b> for the current year. For <b>non-current supplier</b>, certificate issued from other hospitals or agencies are acceptable (at least <b>SATISFACTORY RATING</b>)]</li> <li>i. Sample per item (Commercial Packaging) with 18 months above expiration <i>Note: Items to be delivered upon receipt of Notice to Deliver must be 18 months above expiration.</i></li> </ul>

The Eligibility Documents and Technical Proposal combined in one folder and the Financial Proposal in separate Folder (BLUE FOLDER). Each folder with **fastener/shoelace on top, with Table of Contents and Tabs (properly labeled according to the checklist for bidders issued).**

**MARKING FOR ELIGIBILITY/TECHNICAL PROPOSALS /  
FINANCIAL PROPOSALS**

"Original Copy"									
<b>NATIONALCENTER FOR MENTAL HEALTH</b> Nueve De Pebrero St., Mandaluyong City									
<b>PUBLIC BIDDING</b> <b>FOR <u>(CATEGORY)</u> CY 2023</b>									
<b>ELIGIBILITY DOCUMENTS</b> <u>TECHNICAL PROPOSAL</u> / <u>FINANCIAL PROPOSAL</u>									
<u><b>DELA CRUZ COMPANY</b></u> 143 Pag-ibig St., Quezon City Tel:        /        Fax:									

Indicate here "Original Copy of Eligibility Documents & Technical Proposal, and Financial Proposal"

PROCURING ENTITY'S NAME & ADDRESS

PUBLIC BIDDING CATEGORY & CALENDAR YEAR

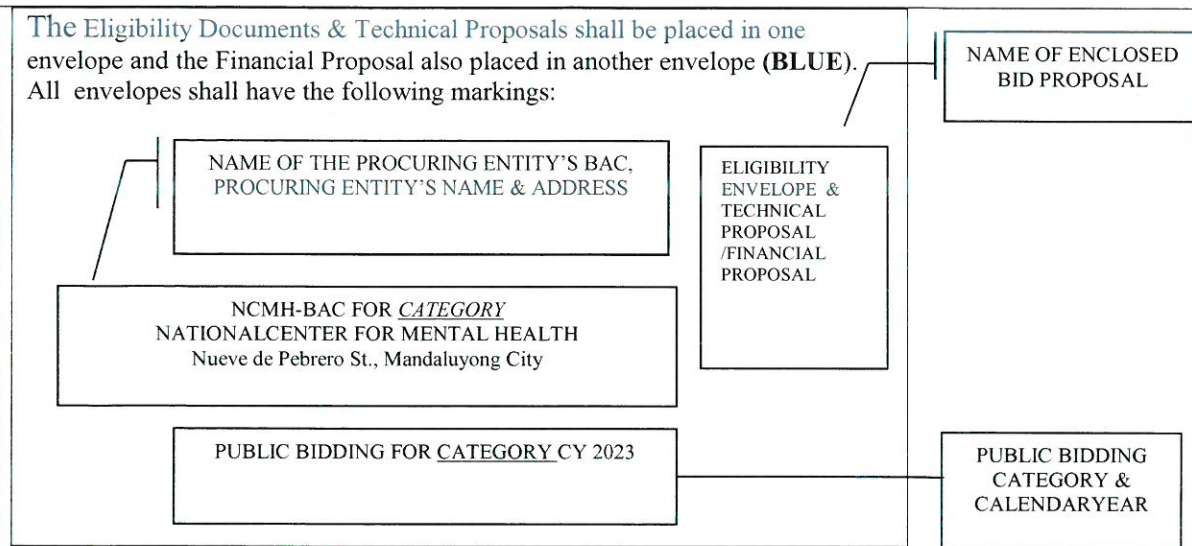
BID PROPOSAL NAME

NAME, ADDRESS, & CONTACT NOS. (TELEPHONE & FACSIMILE) OF THE BIDDERS

**NOTE:** Color of **F**older is BLUE  
Color of **E**nvelope is BLUE

*Note: All tabbing shall be in words / title based on the Checklist.*

The Eligibility Documents & Technical Proposals shall be placed in one envelope and the Financial Proposal also placed in another envelope (**BLUE**). All envelopes shall have the following markings:



### MARKINGS FOR ENVELOPES

DELA CRUZ COMPANY  
143 Pag-Ibig St., Quezon City  
Tel: \_\_\_\_\_ / Fax: \_\_\_\_\_  
DO NOT OPEN BEFORE: \_\_\_\_\_ / \_\_\_\_ : \_\_\_\_

NAME, ADDRESS & CONTACT NUMBERS (Telephone & Facsimile) OF THE BIDDER, "DO NOT OPEN" LABEL WITH THE DATE & TIME OF THE SUBMISSION & OPENING OF BIDS