



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: **Public Bidding for Hospital Food Service for the Provision of Service Users' Meal – NCMH NDS Camarin Extension Facility CY 2024**

Approved Budget for the Contract (ABC): **Php 11,168,744.50**

Date/Time and Venue of Opening of Bids: **October 24, 2023 (9:00AM)**

PAG-ASA HALL

Instructions:

1. A bidder must submit one (1) original during submission and opening of bids and two (2) additional copies of the original are requested to be submitted on the submission of the additional requirements for post qualification. All documents shall be current and updated. (Note: Supplier's may submit (2) additional copies during Submission and Opening of Bids)
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 labeled 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) 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 in Annex: Bidding Forms; **and**
**All spaces should be filled up with correct information.*
- (6) 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 in Annex: Bidding Forms.

NOTE: Similar project refers to "*Food Outsourcing Service*", costing at least fifty percent (50%) of the ABC.

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

(7) **BID SECURITY** in any of the following form:

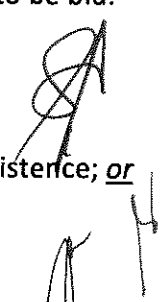
- (7.1) **Notarized Bid Securing Declaration**, using the form prescribed in Annex: Bidding Forms; or
- (7.2) **Cash, Cashier's/Manager's Check**, issued by a Universal or Commercial Bank (**not less than 2% of the ABC**); or
- (7.3) **Bank Draft/Guarantee or an irrevocable Letter of Credit** issued by a Universal or Commercial Bank, or by a foreign bank but shall be accompanied by a confirmation from a Universal or Commercial Bank (**not less than 2% of the ABC**); or
- (7.4) **Surety Bond, callable upon demand** [issued by a surety or insurance company, with a certification from the Insurance Commission as authorized to issue such instrument] (**not less than 5% of the ABC**).
- (8) Conformity to **TECHNICAL SPECIFICATIONS**, using the prescribed form in Section VII of the Bidding Documents and showing compliance to each item description provided for by NCMH;
- (9) **Notarized OMNIBUS SWORN STATEMENT** in accordance with Section 25.3 of the IRR of RA 9184, using the form prescribed in Annex: Bidding Forms.
- (10) **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.

FINANCIAL DOCUMENTS

- (11) **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 2022 with comparative statement CY 2022 and CY 2021).
- (12) Duly signed **NET FINANCIAL CONTRACTING CAPACITY (NFCC) COMPUTATION**, in accordance with ITB Clause 5.5, or a commitment from a Universal **OR** Commercial Bank to extend a Credit Line in favor of the prospective bidder if awarded the contract to be bid.

CLASS "B" DOCUMENTS: IF APPLICABLE —

- (13) **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:

- (a) 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.
- (b) Each partner of the joint venture shall submit their respective Legal (I.A) —Eligibility Documents.
- (c) 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******

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.

SECTION I:

INVITATION TO BID NO. CS-07-2024-PB

Public Bidding for Hospital Food Service for the Provision of Service Users' Meal – NCMH NDS Camarin Extension Facility CY 2024

1. The **NATIONAL CENTER FOR MENTAL HEALTH**, through the **GAA 2024** intends to apply the sum of **Php 11,168,744.50** being the ABC to payments under the contract for the following categories. Bids received in excess of the ABC shall be automatically rejected at the bid opening.

CATEGORY	APPROVED BUDGET FOR THE CONTRACT (ABC)
Public Bidding for Hospital Food Service for the Provision of Service Users' Meal - NCMH NDS Camarin Extension Facility CY 2024	Php 11,168,744.50

2. The **NATIONAL CENTER FOR MENTAL HEALTH** now invites bids for the above Procurement Project. Delivery of the Goods is required by (**SEE SCHEDULE OF REQUIREMENTS**). Bidders should have completed, within (**SEE SCHEDULE OF REQUIREMENTS**) from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from **Procurement Section of the National Center for Mental Health** and inspect the Bidding Documents at the address given below during **8:00am to 5:00pm**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **October 04 – October 23, 2023 (Monday to Friday, 8:00AM – 4:00PM)** from the given address and, website(s) below, and upon submission of **LETTER OF INTENT** and payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of:

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
500,000.00 and below	500.00
More than 500,000.00 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00

6. The **National Center for Mental Health** will hold a **Pre-Bid Conference** on **October 12, 2023, 9:00 AM (Thursday)** at **Admin Conference of National Center for Mental Health**, which shall be open to prospective Bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office indicated below. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. **Bid opening** shall be on **October 24, 2023 (Tuesday), 9:00AM** at the **PAG-ASA Hall of the National Center for Mental Health**. Bids will be opened in the presence of bidders' representatives who choose to attend the activity.
10. Not applicable
11. The **National Center for Mental Health** reserves the right to reject any and all bids, declare failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 and the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

RUSSELLE SP. OLASO, MPA

Administrative Officer V

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www.ncmh.gov.ph

13. You may visit the following websites:

www.philgeps.gov.ph (PhilGEPS website using suppliers/bidders account)

<https://ncmh.gov.ph> (National Center for Mental Health Official Website)

October 03, 2023

Date of Issue



ALDEN C. CUYOS, MD, FPPA, IFAPA, MMHoA
Chairperson, NCMH-BAC for Contract Services
And Consultancy Service CY 2023