



Republic of the Philippines  
Department of Health  
**CENTER FOR HEALTH DEVELOPMENT- METRO MANILA**

**BID BULLETIN No. 2**  
**October 29, 2018**  
**IB 2018 – 395 to 436**  
**Procurement of Goods, Infrastructure, and HFEC Equipment**

This Bid Bulletin will form an integral part of the bidding document for the following:

IB No.	Specifications Based on Purchase Request by End - User	Additional Specifications
IB 2018 – 396	<p><b>Procurement for Provision of Training Venue for Exit Conference of Deployed HRH</b> ABC: P 1,356,800.00</p> <p><b>Preferably in San Mateo, Rizal</b></p> <p><b>December 4 – 5, 2018 (Batch 1) 196 pax / day</b> <b>December 6 – 7, 2018 (Batch 2) 291 pax / day</b> <b>December 11 - 12, 2018 (Batch 3) 238 pax / day</b> <del><b>December 11 – 13, 2018 (Batch 4) 123 pax / day</b></del></p>	<p><b>NO CHANGES</b></p> <p><b>December 13 - 14, 2018 (Batch 4) 123 pax / day</b></p> <p>Amenities:            *Maximum Triple Sharing with provision of Individual bed            *with sanitary permit            *F &amp; B staff with health certificate            *Unlimited and reliable WiFi Access in the function room            *sound proof function rooms            *free flowing coffee, tea, drinking water and candies            *with LCD projector and presentation pointer            *minimum of three (3) wireless microphones            *provision of ballpens, writing pad, whiteboard and markers            *parking space for participants and guests (min. of 20 vehicles)            *Buffet meals for breakfast, lunch, dinner with AM and PM snacks            *Non-smoking function room            *Tarpaulin signages            *Provision of extension wires            *Availability of break-out rooms            *Free use of electricity charge for use of laptops            *Accessible to public transportation</p>

**General instructions:**

1. Supplier/s who opted to avail of the bidding documents but did not attend the Pre-Bidding Conference is/are not exempted from the terms and conditions stipulated in the bid bulletin;
2. Philippine Standard Time (PST) is the basis of time for the conduct of Public Bidding, for which the Biometrics located at Building 1 shall be used as reference for the PST; The BAC will not accept late submission of Bidding Documents.
3. Person/s not included in the Letter of Authority by the company will not be entertained including their bidding documents. **Only two (2) representatives** are allowed inside the bidding room.
4. **Place your bidding documents in an assigned envelope. Observe and comply with the following: a) properly labeled, b) with table of contents, c) properly arranged, with tabbing (marker) and d) fastened properly.** Unarranged and unfastened Bidding Documents will not be read. Bidders who submitted Unarranged and unfastened Bidding Documents will be disqualified to join the Public Bidding. Bidders must submit:

- I. One (1) original
- II. Two (2) duplicate copies

5. **Financial Proposal must be placed inside the YELLOW ENVELOPE. Non-compliance with this instruction will be rated “FAILED” by the BAC.**
6. Bidding Quotation must be in **WORDS AND IN FIGURES**. Non-compliance with this instruction will be a ground for disqualification from the Public Bidding;
7. **Only Xerox copy of official receipt** will be placed inside the bidding envelope for **bid security of cash or managers check; (DOH- NCRO – trust fund)**
8. **The following Bidding Documents must be notarized (noncompliance with this instruction will be rated as “FAILED BID”):**
  - A. Statement of all on going gov't and private contracts including contracts not yet started
  - B. Statement of Single Largest Contract (SLCC)
  - C. Letter of Authority
  - D. Omnibus Sworn Statement
  - E. Bid Securing Declaration

9. **NFCC shall be accompanied by Comparative Financial Statement of CY 2017 and CY 2016.**

10. **GPPB Cir: No. 07-2017, 4.1.1 states that**

**“ for all procurement projects advertised and/or posted after the effectivity of this Circular, bidders may still submit their Class A eligibility documents required to be uploaded and maintained current and updated registered in the PHILGEPS under Platinum category, their Certificate of Registration and Membership in lieu of their uploaded file of Class A documents, or a combination thereof., the Certificate of PHILGEPS Registration(Platinum Membership) shall remain as post qualification requirement to be submitted in accordance with Sec 34.2 of the 2016 Revised IRR of RA 9184**

11. One week prior to the conduct of the Public Bidding, the concerned bidders must present the original copy of the valid and current Certificate of Product Registration (CPR) duly issued by the Food and Drug Administration and submit a copy thereof to the BAC Secretariat. The validity of the CPR must cover the duration of the whole procurement cycle up to the period of processing of payment for the procured item/s for which the CPR/s is/are required.
12. The declared Lowest Calculated and Responsive Bidder to whom the contract shall be awarded after due deliberation and resolution must receive the Purchase Order within seven (7) calendar days from the approval thereof. Failure to comply shall be a ground for cancellation thereof.

**13. Post Qualification Requirements:**

- A Certificate that the Supplier must provide In-House training to the end-users (for HFEP Equipment)
- User’s manuals in English Language will be submitted at the time of delivery (for HFEP Equipment)
- **Delivery area: direct delivery to Recipients**
- **Delivery period for HFEP equipment: 90 Calendar Days**
- **With DOH-NCRO HFEP Program sticker in all equipment**
- If Platinum Certificate is submitted during the Bid Opening, the following business licenses should indicate “certified true copy”:
  - Mayors permit
  - SEC/DTI/CDA
  - Tax Clearance
  - 2017, 2016 Comparative FS and EFPS Files
  - Six months Tax Returns
- Reissued LTO if applicable
- Reissued CPR if applicable
- Copy of uploaded Document Request List (DRL). (Note: the name of your company must appear in the list)
- Certificate of authority to distribute the product from manufacturer
- Actual sample of the product
- Other related documents required by the Technical Working Group

14.

<b>IB 2018 – 395 to 436</b>	<b>Bidding Date: November 12, 2018</b>	<b>Time of bidding Docs submission: ON OR BEFORE 9:00 AM (closing time)</b>	<b>Time of Opening of Bids: 10:00 AM</b>
<b>IB 2018 – 437 to 478</b>	<b>Bidding Date: November 13, 2018</b>		

**IMPORTANT REMINDERS WHICH WILL FORM PART OF THE BID BULLETIN**

**For the submission of bid documents for the Public Bidding:**

1. Observe and comply with proper labelling and tabbing of documents
2. Include table of contents
3. **The remarks “COMPLY” should be indicated line by line (corresponding to each parameter of the specifications)**

**EXAMPLE:**

<b>Technical Specifications</b>		
Item	Specifications	Statement of Compliance
1	Procurement of 10,001 Boxes of Paracetamol 500 mg/tablet, 100s per box	COMPLY
	ABC: Php 500,050.00	COMPLY
	Upon delivery, the following must be complied.	COMPLY
	Shelf Life: Supplies must be fresh commercial stock with a total shelf life of not less than eighteen (18) months from the date of delivery.	COMPLY
	Packaging Instructions: Standard packaging of the manufacturer.	COMPLY
	Labelling Instructions:	COMPLY
	• Each bottle and box should indicate:	COMPLY
	Manufacturing Date: _____	COMPLY
	Expiration Date: _____	COMPLY
	• Each bottle, box and carton should legibly imprinted/ stickered with:	COMPLY
	“DOH-NCRO-Philippine Government Property Not For Sale”	COMPLY
	Area / Place of Delivery: Pasig Warehouse, <b>Caruncho</b> Ave. Pasig City	COMPLY

4. Use the standard format for Statement of Single Largest Completed Contract and On-Going Contract/s (e.g with name, signature, date )
5. Separate the Statement of Single Largest Completed Contract and Statement of On-Going Contract/s
6. Notarial date should not be earlier than the date of signing on bid documents required to be sworn ( such as but not limited to Statement of Single Largest Completed Contract and Statement of On-Going Contract/s, etc)
7. **The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC) which must be at least equal to the ABC to be bid, calculated as follows:**

**NFCC = [(Current assets minus current liabilities) x 15] minus value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid.**
8. Use the 2016 version of Omnibus Sworn Statement as per Section 25.3 of the 2016 RIRR
9. For CPR, a valid and updated CPR must be submitted. This must be valid during the entire procurement process until the time of payment
10. Valid Certificate of Compliance which the EPDMS (Electronic Drug Price Monitoring System) of the DOH.
11. Copy of the BIR Form 2303 indicating the correct classification / category of the nature of business.
12. Website: [ncroffice.doh.gov.ph](http://ncroffice.doh.gov.ph)

For guidance and information of all concerned.

MARIA PAZ P. CORRALES, MD, MHA, MPA  
BAC Chairperson