



**BUREAU OF CORRECTIONS  
IWAHIG PRISON AND PENAL FARM**  
Iwahig, 5301 Puerto Princesa City  
Palawan



**INVITATION TO BID**

**SUPPLY AND DELIVERY OF  
MEDICINES FOR PDL PATIENTS OF IP&PF FOR  
4<sup>th</sup> QUARTER 2019**

1. The *IWAHIG PRISON AND PENAL FARM*, through its Bids and Awards Committee, intend to apply the sum of **ONE MILLION FIVE HUNDRED THIRTY ONE THOUSAND FOUR HUNDRED FORTY PESOS (Php 1,531,440.00)** being the Approved Budget for the Contract (ABC) for the **SUPPLY & DELIVERY OF MEDICINES**. Interested bidders must quote on all the items. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Project description	Approved Budget for the Contract	Bidding Documents (Cost)
Medicines	1,531,440.00	Php 5,000.00

2. The Iwahig Prison & Penal Farm now invites bids for medicines. Delivery period shall be within Fifteen (15) calendar days upon receipt of Notice to Proceed. Bidders should have Single Largest Completed Contract (SLCC) of similar nature within the last two (2) years from the date of submission and receipt of bids equivalent to at least twenty five percent (25%) of the ABC. 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 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

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 5183.

4. Interested bidders may obtain further information from the Iwahig Prison & Penal Farm and inspect the Bidding Documents at the address given below. Bidding documents will be available starting October 10, 2019 8:00 AM-5:00 PM until October 28, 2019, 10:00 AM.



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5. A complete set of Bidding Documents may be acquired from the address by the interested bidder from the address below and upon payment of the applicable fee for the Bidding Documents pursuant to the latest guidelines issued by the GPPB in the amount stated above. It may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGeps) and BuCor website [www.bucor.gov.ph](http://www.bucor.gov.ph). Provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
6. The Iwahig Prison & Penal farm will hold a Pre- Bid Conference on October 18, 2019, 10:00 o'clock in the morning which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on October 30, 2019, 10:00 o'clock in the morning. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.  
  
Opening of bids shall be on October 28, 2019 10:15 in the morning at Regional Conference Room, Central Sub-Colony. Bids will be opened in the presence of bidder's representative who choose to attend at the Regional Conference Room, Central Sub-Colony. Late bids shall not be accepted.
8. In the event two or more of the bidders have been post-qualified as LCRB, the IPPF-BAC shall used a non-discretionary and non-discriminatory measure based on sheer luck as a tie-breaking tool (draw lots).
9. For further information, please refer to: BAC Secretariat c/o Dr. MONETTE M. MARTIN/Ms. Ma. Fatima G. Dioquino at BAC Secretariat Office, Central Sub-Colony, Iwahig Prison and Penal Farm, Puerto Princesa City from 8:00 AM to 5:00 PM, Monday to Friday or at cellphone # 09770413089
10. The IWAHIG PRISON AND PENAL FARM reserves the right to reject any and all bids, to declare a failure, or not award the contract at any time prior to contract award, in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

*for: [Signature]*  
**CSUPT JULIO CAESAR B CAMACHO**  
Chairman, Bids & Awards Committee



## CHECKLIST OF DOCUMENTS FOR BIDDERS

### Supply and Delivery of Medicines and Medical Dental and Laboratory Supplies for Persons Deprived of Liberty Patients for 4<sup>th</sup> Quarter 2019

APPROVED BUDGET FOR THE CONTRACT:

Php 1,531,440

PARTICULARS	PASS	FAILED
The Bidder shall submit the following Eligibility Technical Documents, <b>arranged, numbered and tabbed</b> as enumerated below.		
<i>Procurement of Expendable Supplies:</i> The Bidder must have completed, two (2) years from the deadline of submission and receipt of bids, a single contract that is similar to this Project, equivalent to at least twenty five percent (25%) of the ABC.		
Each Bidder shall submit the following in <i>one (1)</i> big envelope duly labeled containing two sets of envelopes: <b>First envelope</b> must contain four (4) copies of Eligibility and Technical Documents duly marked as “ <b>Copy 1</b> ”, “ <b>Copy 2</b> ”, “ <b>Copy 3</b> ” and “ <b>Copy 4</b> ”  <b>Second Envelope</b> The bidder shall submit the complete and signed Financial Bid Form inclusive of VAT duly marked as “ <b>Copy 1</b> ”, “ <b>Copy 2</b> ”, “ <b>Copy 3</b> ” and “ <b>Copy 4</b> ”  All envelopes and folders must be labeled as specify in <b>BDS 20.4</b>		
<b>(a) Eligibility Documents</b> A <b>certified true copy of the authorized representative’s valid I.D. instead of Community Tax Certificate shall be used as competent proof of identity in all documents subjected for notarization (Reference: Notarial Law 2004)</b>		
<u>Documents required as Certified True Copy shall be stamped with Certified True copy and signed by the Authorized representative</u>		
<b>CLASS “A” DOCUMENTS</b>		
a. <b>Certified True copy of valid and current Business/Mayor’s Permit</b> issued by the city or municipality where the principal place of business of the prospective bidder is located.  b. <b>Certified True Copy of valid and current Registration Certificate</b> from the Securities and Exchange Commission (SEC) including Articles of Incorporation, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperative  c. <b>Valid Tax Clearance</b> per Executive order 398, series of 2005, as finally reviewed and approved by the BIR		
2) Statement of all its ongoing and completed government and or private contracts within the last two (2) years including contracts awarded but not yet started, if any. <b>(ANNEX “A”)</b>		

<p>3) Statement of at least one (1) completed single similar to the project within the last two (2) years from the date of submission and receipt of bids equivalent to at least twenty five percent (25%) of the ABC (ANNEX "B")</p> <p><b>The following documents must be attached to ANNEX "B"</b></p> <p>➤ <i>Certificate of end-user's acceptance (EUA) or Acceptance Report or official receipt (OR) or collection receipt (CR) or sales invoice (SI) issued for the contract, if completed.</i></p>		
<p>4) <b>Certified True Copy of Audited Financial Statements</b>, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the calendar year, which should not be earlier than two (2) years from bid submission; which must include the following statements:</p> <ul style="list-style-type: none"> <li>a.) Independent Auditors Report</li> <li>b.) Balance Sheet (Statement of Financial Position); and</li> <li>c.) Income Statement (Statement of comprehensive Income)</li> <li>d.) Notes to Financial Statement</li> <li>e.) Cash Flow</li> </ul>		
<p>5) <b>NFCC computation per Annex "C", Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:</b></p> <p>The NFCC, computed using the following formula, must be at least equal to the ABC to be bid:  <math display="block">NFCC = [(Current\ assets\ minus\ current\ liabilities) (15) \ minus\ the\ 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.]</math></p> <p>The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR. For purposes of computing the foreign bidder's NFCC, the value of the current asset and current liabilities shall be bases on their Audited Financial Statements prepared in accordance with international financial reporting standards.</p> <p>The values of the bidder's current assets and current liabilities shall be based on the data submitted to the BIR, through its Electronic Filing and Payment System (EFPS). (PER GPPB Resolution No. 20-2013, July 13, 2013)</p>		
<b>CLASS "B" DOCUMENTS (JOINT VENTURE)</b>		
<p>6) If applicable, the JVA in case of the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful (ANNEX D)</p> <p>1.) In case the joint venture is not yet in existence, the submission of a valid JVA shall be within ten (10) calendar days from receipt by the bidder of the notice from the BAC that the bidder is the Lowest Calculated and Responsive Bid (Sec. 37.1.4 (a)(i)</p> <p>2.) Each partner of a joint venture agreement shall likewise submit the above stated items (1) and (2). Submission of items (3) to (6) by any of the joint venture partners constitutes compliance</p>		
<b>TECHNICAL DOCUMENTS</b>		



<p>7) The Bidder has the option to post Bid Securing Declaration or any other form in accordance with the following (GPPB Resolution #01-2014) in the form, amount in accordance with ITB Clause 18.</p> <ul style="list-style-type: none"> <li>❖ Cash or cashier's/manager's check issued by a Universal or Commercial equivalent to <b>two percent (2%) of the ABC.</b></li> <li>❖ Surety bond equivalent to <b>five percent (5%) of the ABC</b>, and it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments</li> </ul>		
<p><b>7.1) Bid Securing declaration must be duly notarized in accordance to Notarial Law 2014 (copy of competent proof of identity presented during the notarization must be attached) (Annex E).</b></p>		
<p><b>7.2) Should the bidder opt to submit a Surety Bond as other form of Bid Security it must specify the additional grounds for forfeiture of bid security as stated in Section III, Clause 18, to wit:</b></p>		
<p>1.) withdraws its bid during the period of bid validity specified in ITB Clause 17;</p>		
<p>2.) does not accept the correction of errors pursuant to ITB Clause 18.3(b);</p>		
<p>3.) fails to submit the requirements within the prescribed period or a finding against their veracity as stated in ITB Clause 29.2;</p>		
<p>4.) submission of eligibility requirements containing false information or falsified documents;</p>		
<p>5.) submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in to influence the outcome of eligibility screening or any other stage of the public bidding;</p>		
<p>6.) allowing the use of one's name, or using the name of another for the purposes of public bidding;</p>		
<p>7.) withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid;</p>		
<p>8.) refusal or failure to post the required performance security within the prescribed time;</p>		
<p>9.) refusal to clarify or validate in writing its bid during post- qualification within a period of seven (7) calendar days from receipt of the request for clarification;</p>		
<p>10.) any documented attempt by a bidder to unduly influence the outcome of the bidding in his favor;</p>		
<p>11.) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or</p>		
<p>12.) all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.</p>		
<p><b>or if the successful Bidder</b></p> <ul style="list-style-type: none"> <li>1.) fails to sign the contract in accordance with ITB Clause 32; or</li> <li>2.) fails to furnish performance security in accordance with ITB Clause 33</li> </ul>		
<p>8). Duly conformed Schedule of Requirements (Section VI) Annex "F" and conformed Technical Specifications (Section VII) ANNEX "G"</p> <p><b>. The following documents are required to be attached in the Technical Specifications;</b></p> <ul style="list-style-type: none"> <li>- Valid, current and authenticated CPR (Certificate of Product Registration) issued by FDA (Food and Drug Administration) for each item/s to be bid;</li> <li>- License to operate</li> <li>- Valid, current and authenticated Certificate of exclusive Distributorship if applicable for the items to be bid;</li> <li>- Valid, current and authenticated copy of certification from the manufacturer that the supplier is authorized distributor or dealer of that particular products/items.</li> </ul>		

