



Republic of the Philippines  
 Department of Finance  
**INSURANCE COMMISSION**  
 1071 United Nations Avenue  
 Manila



**Invitation to Participate in the Negotiated Procurement  
 for the Supply and Delivery of Vitamin Supplements for CY 2017  
 (PROJECT REFERENCE NO. 2017-04-162, LOT 3 AND 4)**

1. This is to invite PhilGEPS registered interested suppliers to **participate in the Negotiated Procurement** (Section 53.1-Two Failed Biddings of the 2016 RIRR of R.A. No. 9184) for the Supply and Delivery of Vitamin Supplements for CY 2017 with the following **Approved Budget for the Contract (ABC)**:

Lot	ABC
3	<b>Php 723,586.50</b> <i>(Seven Hundred Twenty Three Thousand Five Hundred Eighty Six and 50/100 Pesos)</i>
4	<b>Php700,245.00</b> <i>(Seven Hundred Thousand Two Hundred Forty Five Pesos)</i>

2. Interested suppliers are invited to attend and submit their proposals during the **Negotiations** to be held at the IC Function Room, Insurance Commission (IC), 1071 United Nations Avenue, Ermita, Manila, to discuss the technical and financial requirements of the projects, based on the following schedule:

<i>Date of Negotiations</i>	<i>Date of submission of best and final offer</i>
18 July 2017 @10:00 am	20 July 2017 @ 12:00 noon

3. Submission shall be subject to evaluation based on the attached **Schedule of Requirements (ANNEX A) and Technical Specifications (ANNEX B)** of the above-mentioned procurement project.
4. The IC will not be responsible for any costs or expenses to be incurred by interested suppliers in connection with its participation in the said negotiation process.
5. For inquiries, please contact Bids and Awards Committee (BAC) Secretariat c/o **Ms. Rosalinda Q. Mitra, Head of BAC Secretariat**, 2<sup>nd</sup> Floor, Insurance Commission, 1071 United Nations Avenue, Ermita, Manila, with tel. nos. 523-8461 local 125 or **Ms. Rachel Ann D. Montecillo** at tel. nos. 523-8461 local 129.

  
**EDWIN CORNELIUS A. LAUZ**  
 Chairperson  
 Bids and Awards Committee

## ANNEX A – SCHEDULE OF REQUIREMENTS

**I. Supply and Delivery at the Insurance Commission (IC) Manila Office located at 1071 U.N. Ave., Ermita, Manila**

Item and Description	Total Quantity/ Unit	Delivered, Weeks/Months
<b>Lot 3:</b> dL-alpha-tocopheryl acetate (Vitamin E), 300IU per capsule, 30 capsules per bottle	2886 bottles	Within One (1) week after issuance of Notice to Proceed (NTP) (one time delivery only)
<b>Lot 4:</b> Calcium (Ca Carb – Vit. D – Minerals), 600 mg Calcium (Ca), 200IU Vitamin D, 1mg Copper, 50 mg Magnesium (Mg), 1.8 mg Manganese (Mn), 7.5 mg Zinc per tablet, 30 tablets per bottle	2886 bottles	

**II. Supply and Delivery at the IC Cebu District Office located at 80 Osmeña Boulevard, Rm. 34 Almase Bldg., Cebu City**

Item and Description	Total Quantity/ Unit	Delivered, Weeks/Months
<b>Lot 3:</b> dL-alpha-tocopheryl acetate (Vitamin E), 300IU per capsule, 30 capsules per bottle	39 bottles	Within One (1) week after issuance of Notice to Proceed (NTP) (one time delivery only)
<b>Lot 4:</b> Calcium (Ca Carb – Vit. D – Minerals), 600 mg Calcium (Ca), 200IU Vitamin D, 1mg Copper, 50 mg Magnesium (Mg), 1.8 mg Manganese (Mn), 7.5 mg Zinc per tablet, 30 tablets per bottle	39 bottles	

**III. Supply and Delivery at the IC Davao District Office located at Door 2 & 3, 3<sup>rd</sup> Floor, YAP Building, Quimpo Boulevard, Ecoland, Davao City**

Item and Description	Total Quantity/ Unit	Delivered, Weeks/Months
<b>Lot 3:</b> dL-alpha-tocopheryl acetate (Vitamin E), 300IU per capsule, 30 capsules per bottle	39 bottles	Within One (1) week after issuance of Notice to Proceed (NTP) (one time delivery only)
<b>Lot 4:</b> Calcium (Ca Carb – Vit. D – Minerals), 600 mg Calcium (Ca), 200IU Vitamin D, 1mg Copper, 50 mg Magnesium (Mg), 1.8 mg Manganese (Mn), 7.5 mg Zinc per tablet, 30 tablets per bottle	39 bottles	

## ANNEX B – TECHNICAL SPECIFICATIONS

### ***I. Product Specifications***

All Vitamin Supplements to be supplied must be compliant with the following specifications:

<b>Lot No.</b>	<b>Vitamin Supplement</b>	<b>Specifications</b>
<b>3</b>	<b>dL-alpha-tocopheryl acetate (Vitamin E)</b>	
	Composition/Formulation	Each capsule contains 300IU dL-alpha-tocopheryl acetate
	Presentation	Clear, viscous, colorless liquid contained in oval-shaped, red and black, soft gel capsule form.
	Packaging	Capsules are contained in non-toxic plastic white bottles. Each bottle contains 30 capsules. Each bottle must be properly/completely sealed.
	Expiry	At least 14 months from date of delivery
<b>4</b>	<b>Calcium (Ca Carb – Vit D – Minerals)</b>	
	Composition/Formulation	Each tablet contains Calcium and other vitamins and minerals:  600 mg Calcium (Ca), 200IU Cholecalciferol (Vitamin D3), 1 mg Copper, 50 mg Magnesium (Mg), 1.8 mg Manganese (Mn), 7.5 mg Zinc
	Presentation	In oval-shaped solid pink tablet form.
	Packaging	Tablets are contained in non-toxic plastic white bottles. Each bottle contains 30 capsules. Each bottle must be properly/completely sealed.
	Expiry	At least 14 months from date of delivery

### ***II. Documentary Requirements***

1. PhilGeps Platinum Membership Certificate
2. Statement of all its ongoing government and private contracts, including contracts awarded similar in nature and complexity to the contract for negotiation (use attached template)

3. Statement of completed private and government contracts completed within three (3) years from proposal submission, including Single Largest Completed Contract of similar in nature to the contract for negotiation (use attached template)
4. Omnibus Sworn Statement in accordance with Section 25.3 of this 2016 RIRR of R.A. No. 9184 (use attached template)
5. Food and Drug Administration (FDA) **Certificate of Product Registration**; and
6. Complete **Product Description** issued by the manufacturer.

### ***III. Terms of Payment***

The payment for the service rendered shall be made within thirty (30) days after the complete delivery and acceptance of the items and issuance of billing statement by the supplier. The IC shall not be held liable for any delay in the payment under reasonable and acceptable circumstances.

### ***IV. Warranty Terms***

As part of warranty commitment, the Supplier shall provide replacement of all vitamin supplements delivered to IC bearing an expiry less than the specified **Expiry** period.

The Supplier shall provide replacement of all vitamin supplements found to have damaged or broken packaging prior to the acceptance of the procuring agency in no more than seven (7) days after notice of claim for warranty.

Performance and/or warranty securities required under Sections 54.5 and 62 of the 2016 RIRR of R.A. No. 9184 shall apply.

### ***V. Others***

The IC reserves the right to reject any or all proposals, at any time prior to contract award, without thereby incurring any liability to the affected supplier, and to accept only the offer that is most advantageous to the Government.

## Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

\* This form will not apply for WB funded projects.

## List of all Ongoing Government & Private Contracts including Contracts Awarded but not yet Started

**Business Name** : \_\_\_\_\_  
**Business Address** : \_\_\_\_\_

Name of Contract/ Project Cost	(a) Owner's Name (b) Address (c) Telephone Nos.	Nature of Work	Bidder's Role		(a) Date Awarded (b) Date Started (c) Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
Government								

**Note:** The following documents shall be submitted upon post-qualification:  
 (a) Notice of Award and/or Contract  
 (b) Notice to Proceed issued by the owner

Submitted by : \_\_\_\_\_  
 (Printed Name & Signature)  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_



**Statement of Government & Private Contracts Completed including Single Largest Completed Contracts  
(SLCC) which are Similar in Nature during the last Three (3) years**

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*Business Name* : \_\_\_\_\_  
*Business Address* : \_\_\_\_\_

Name of Contract	1. Owner's Name 2. Address 3. Telephone Nos.	Nature of Work	Bidder's Role		Amount at Award Amount at Completion Duration	a) Date Awarded b) Contract Effectivity c) Date Completed
			Description	%		

*Note: The following documents shall be submitted upon post-qualification:*

- a) *Contract*
- b) *Certificate of Completion*
- c) *Certificate of Acceptance*

Submitted by : \_\_\_\_\_  
 \_\_\_\_\_  
*(Printed Name & Signature)*  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_