



**Invitation to Participate in the Negotiated Procurement
for the Supply and Delivery of Vitamin Supplements for CY 2018
(Lot 3: dL-alpha-tocopheryl acetate)
(Project Ref. No. 2018 - 05 - 183)**

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 **Lot 3 of the Supply and Delivery of Vitamin Supplements for CY 2018** with an Approved Budget for the Contract (ABC) in the amount of **Seven Hundred Ten Thousand Pesos (Php710,000.00) inclusive of 12% VAT and all other applicable taxes and charges.**
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>
16 November 2018	21 November 2018

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 **Mr. Jo-Dann N. Darong, Head of BAC Secretariat**, 2nd Floor, Insurance Commission, 1071 United Nations Avenue, Ermita, Manila, with tel. nos. 523-8461 local 144 or **Ms. Leizle L. Arlando** at tel. nos. 523-8461 local 106.


EDWIN CORNELIUS A. LAUZ
Chairperson
2018 IC Bids and Awards Committee

ANNEX A – SCHEDULE OF REQUIREMENTS

A. Supply and Delivery at the IC Manila Office located at 1071 United Nations Avenue, Ermita Manila

Item and Description	Total Quantity / Unit	Delivery, Weeks/Months
Lot 3: dL-alpha-tocopheryl acetate (Vitamin E) 300 IU per capsule, at least 30 capsules per bottle	2,956 Bottles	Within One (1) Week after the issuance of Notice to Proceed (NTP) Note: One time delivery only

B. Supply and Delivery at the IC Cebu District Office located at HVG Arcade IT Park, Subangdaku, Mandaue City, Cebu

Item and Description	Total Quantity / Unit	Delivery, Weeks/Months
Lot 3: dL-alpha-tocopheryl acetate (Vitamin E) 300 IU per capsule, at least 30 capsules per bottle	39 Bottles	Within Two (2) Weeks after the issuance of Notice to Proceed (NTP) Note: One time delivery only

C. Supply and Delivery at the IC Davao District Office located at Door 2 and 3, 3rd Floor YAP Building, Quimpo Boulevard, Ecoland, Davao City

Item and Description	Total Quantity / Unit	Delivery, Weeks/Months
Lot 3: dL-alpha-tocopheryl acetate (Vitamin E) 300 IU per capsule, at least 30 capsules per bottle	52 Bottles	Within Two (2) Weeks after the issuance of Notice to Proceed (NTP) Note: One time delivery only

ANNEX B – TECHNICAL SPECIFICATIONS

A. Product Specifications

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

VITAMIN SUPPLEMENT	SPECIFICATION
dL-alpha-tocopheryl acetate (Vitamin E)	
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 at least 30 capsules. Each bottle must be properly/completely sealed.
Expiry	At least fourteen months from date of delivery.

B. Documentary Requirements for Awarding of Contract

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
6. Complete Product Description or Product Insert issued by the manufacturer
7. Certificate of Stocks Availability specifying the expiration date of vitamins

C. 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 by the Insurance Commission, and issuance of billing statement and submission of complete documents by the supplier. The IC shall not be held liable for any delay in the payment under reasonable and acceptable circumstances.

D. Warranty Terms

As part of warranty commitment, the Supplier shall provide replacement of all vitamin supplements delivered to IC bearing an expiration date of less than the required duration as specified in the Technical Specifications per vitamin supplement from the actual delivery.

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.

E. 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

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 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 of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];

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 and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];

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: I am 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 ___, 2018
at _____, Philippines.

Bidder's Representative/Authorized Signatory

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	

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 identifying the Bidder's Single Largest Completed Contract Similar to the Contract to be bid within the last three (3) years

Business Name : _____

Business Address : _____

Name of Contract	a) Owner's Name b) Address c) Telephone Nos.	Nature of Work	Bidder's Role		a) Amount at Award b) Amount Completion c) Duration	at	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 : _____