



Republic of the Philippines
DEPARTMENT OF HEALTH
PHILIPPINE CHILDREN'S MEDICAL CENTER
Bids and Awards Committee
Quezon Avenue, Quezon City 1100
website: www.pcmc.gov.ph email: pcmcba@gmail.com
Trunkline: 8588-9900 local 361/355 Telefax No.: 8924-0870

Request for Quotation

**NEGOTIATED PROCUREMENT – TWO FAILED
BIDDINGS**

**SUPPLY AND DELIVERY OF VARIOUS
PHARMACEUTICAL SUPPLIES CY 2022**

RFQ-2022-117



Republic of the Philippines
DEPARTMENT OF HEALTH
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Quezon Avenue, Quezon City 1100
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Trunkline: 8588-9900 DirectLine: 8924-0836 Fax No: 8924-0840

**REQUEST FOR QUOTATION
PHARMACEUTICAL SUPPLIES CY 2022**

The **Philippine Children's Medical Center**, through its Bids and Awards Committee (BAC) invites interested Bidder to apply for eligibility and to participate in the negotiation for the project below. Source of funding is through **COB CY 2022**.

Procurement will be in accordance with Annex "H" Consolidated Guidelines for the Alternative Methods of Procurement" - Negotiated Procurement – Two Failed Biddings as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

RFQ NO.	ITEM DESCRIPTION	ABC
2022-117	Supply and Delivery of Pharmaceutical Supplies CY 2022	2,600,781.20

The schedule of bidding activities is as follows:

ACTIVITIES	SCHEDULE
Posting of Request for Quotation	August 18, 2022
Issuance and Availability of Request for Quotation	August 18, 2022
Preliminary Conference	August 23, 2022, 2:00 P.M. via zoom(Meeting ID: 990 7280 0871 Passcode: RFQ2022117)
Submission of Technical Components and Financial Documents	On or before August 25, 2022 1:30 PM, Guard-on-Duty, 3 rd Floor, Procurement Division Area, PCMC Main Building.
Opening of Bids	August 25, 2022 2:00 PM, 3 rd Floor, Multi-Purpose Hall A, PCMC Main Building.

The Philippine Children's Medical Center reserves the right to waive any formality in the responses to the eligibility requirements and to this invitation. The PCMC further reserves the right to reject any and all proposals, or declare a failure of bidding, or not award the contract and makes no assurance that the contract shall be entered into as a result of this invitation without thereby incurring any liability in accordance with Republic Act No. 9184 and its IRR.

Interested bidders may obtain further information and inspect the bidding documents at PCMC-BAC Secretariat Office (Procurement Division) with Tel. No. 8924-0870 or 8588-9900 local 361 from 8:00 am to 5:00 pm.

EMMA A. MARIANO, CPA, MGM-ESP
Chairperson, Bids and Awards Committee *M*

PhilHealth Accredited





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Instructions to Bidders

**NEGOTIATED PROCUREMENT – TWO FAILED
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**VARIOUS PHARMACEUTICAL SUPPLIES
CY 2022**

RFQ-2022-117

SECTION I: INSTRUCTION TO BIDDERS

A. General

1. Scope

The **Philippine Children's Medical Center (PCMC)** wishes to receive Bids for the following Project:

RFQ NO.	ITEM DESCRIPTION	ABC
2022-117	Supply and Delivery of Pharmaceutical Supplies CY 2022	2,600,781.20

The above Procurement Projects, the details of which are described in Technical Specifications.

2. Funding Information

2.1. The GOP through the source of funding as indicated below for CY 2022 in the amount of Two Million Six Hundred Thousand Seven Hundred Eighty-One Pesos & 20/100 (Php 2,600,781.20).

2.2. The source of funding is:

- a. GOCC and GFIs, the Corporate Operating Budget (*COB*)

3. Eligible Bidders

- 3.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 3.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

B. Preparation of Bids

The Bidder shall submit the following **TECHNICAL and FINANCIAL COMPONENT IN A FOLDER (ARRANGED, NUMBERED AND TABBED)** *[Strictly NO using of staple wire and thick materials for tabs]* as enumerated below:

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

1. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR

Note: For the purpose of updating the Certificate of Registration and Membership, all Class "A" eligibility documents mentioned in this section supporting the veracity, authenticity and validity of the Certificate shall remain current and updated. The failure by the prospective bidder to update its Certificate with the current and updated Class "A" eligibility documents shall result in the automatic suspension of the validity of its Certificate until such time that all of the expired Class "A" eligibility documents has been updated (per GPPB Resolution No. 15-2021)

Technical Documents

2. Statement of the prospective bidder of all its ongoing 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. *(Use of Form No. DOBA-PCMC-SCF3b is required)*
3. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid *(Refer to BDS Clause 5.3)*, except under conditions provided for in Sections 23.4.1.3 and 23.4.4.4 of the 2016 Revised IRR of RA 9184, within two (2) years prior to bid opening *(use of Form No. DOBA-PCMC-SCF3a is required)*.

Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

- a. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC of the items joined.
 - b. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements: *[Select either failure or monopoly of bidding based on market research conducted]*
 - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies*] of the ABC for this Project; and
 - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.
4. The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:
 - a. The amount of not less than **two percent (2%) of the ABC of the item(s) joined**, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
 - b. The amount of not less than **five percent (5%) of the ABC of the item(s) joined**, if bid security is in Surety Bond.
 5. Duly accomplished and signed Production/ Delivery Schedule using the form as provided for in Section VI
 6. Omnibus Sworn Statement (Use of the Form provided is required)
 7. Valid and current License to Operate (LTO) issued by Food and Drug Administration (FDA).
 8. Manufacturer's Certification or if the Bidder is not a manufacturer, authenticated copy of certification from the manufacturer as authorized or exclusive distributor or dealer of the products/items
 9. Valid and current Certificate of Product Registration issued Food and Drugs Administration (FDA)

10. With manufacturer and/or products certification by an independent 3rd party Certifying body (ISO 14020, 14021, 14024, 14025 or its equivalent), is preferred.
11. Consumer guidelines regarding disposal of the supplies (*Information about how and where the used/decommissioned products/ packaging/parts can be returned for recycling and/or disposal e.g. buy-back program*)

Above requirement nos. 8 to 11 must be accomplished and submitted using the Summary Sheet provided by PCMC .Please indicate the item no. corresponding to each document and arrange it by item no.

12. Signed Conforme on the Instructions to Bidders with signature (conforme) on all pages.
13. Signed Conforme on the General Conditions of the Contract with signature (conforme) on all pages.
14. Signed Conforme on the Special Conditions of the Contract with signature (conforme) on all pages.
15. Certification for Assurance of Stocks Availability [*use of Form No. DOBA-PCMC-CAF10 is required*]
16. Return Policy [*use of Form No. DOBA – PCMC – CRF34 is required*]

Financial Documents

17. The prospective bidder's computation of the Net Financial Contracting Capacity (NFCC) must be at least equal to the ABC to be bid (*Use of Form No. DOBA-PCMC-NFF4 is required*)

OR

a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, it must be at least equal to 10% of the ABC

Class "B" Documents

20. If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence (*Use of Form No. DOBA-PCMC-JVF6 is required*).

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

Other documentary requirements under RA NO. 9184 (as applicable)

- i. [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product
- ii. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity

II. FINANCIAL COMPONENT ENVELOPE

1. Duly accomplished and signed Financial Bid Form
2. Duly accomplished and signed **Price Schedule** using the form as provided

Note: Bidder shall return to PCMC the issued **USB Flash Drive** containing the **FOLLOWING:**

- a. Soft copy of their accomplished **Price Schedule** (in **EXCEL format**)
- b. **SCANNED copy** (in **PDF Format**) of **ALL** the required documents under Section VIII. Checklist of Technical and Financial Documents

Partial Bid is Acceptable. Any bid with a financial component exceeding the ABC per line item shall not be accepted.

C. Sealing and Marking of Bids

Use of indelible ink color blue shall be used by the authorized signatory in signing the required forms. ***Strictly NO using of staple wire and thick materials for tab***

One (1) Envelope containing of the following:

The **First (1st) Folder**, shall contain the original copy of Technical and Financial Components

The **Second (2nd) Folder** shall contain the duplicate copy of Technical and Financial

All copies should be certified as true copy

COLOR CODING OF FOLDERS/ENVELOPES

Various Pharmaceutical Supplies CY 2021	RED
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LABEL ON THE ENVELOPE/S:

Name of PROCURING ENTITY
Name of CONTRACT TO BE BID
IB Number
DATE of Bid Opening
Name of the Bidder Company
Address of the Bidder Company

IDENTIFY THE FOLDERS:

as: > Technical & Financial Component (original)
> Technical & Financial Component (duplicate)

If bids are not sealed and marked as required, the PCMC-BAC will assume no responsibility for the misplacement or premature opening of the bid.

1. The bidder shall submit components of its bid. The duplicates must include the same documents as that of the original set of documents. Any omission of document in the copies shall be a ground for the bidder's disqualification/ineligibility

2. The bid shall be signed and each on every page by the duly authorized representative/s of the Bidder.
3. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

D. Submission and Opening of Bids

1. Deadline for Submission of Bids

Bidders shall submit on the specified date and time its physical address as indicated in Request for Quotation.

2. Opening and Preliminary Examination of Bids

- 2.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in Request for Quotation. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 2.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184

3. Domestic Preference

The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

E. Evaluation And Comparison Of Bids

1. Detailed Evaluation and Comparison of Bids

- 1.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "passed," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 1.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 1.3. The Project shall be awarded as follows:
Option 3 - One Project having several items, which shall be awarded as separate contracts per item.
- 1.4. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at

least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

CONFORME:

Authorized Signatory
Signature over printed name

Contact No:

Name of Company/Firm

Company's Official Email Address
(where notices will be sent)

Company's Official Contact No.



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General Conditions of Contract

**NEGOTIATED PROCUREMENT – TWO FAILED
BIDDINGS**

**VARIOUS PHARMACEUTICAL SUPPLIES
CY 2022**

RFQ-2022-117

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

[Include the following clauses if Framework Agreement will be used:]

- 2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.
- 2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184. *{[Include if Framework Agreement will be used:] In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.}*

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project *{[Include if Framework Agreement will be used:] or Framework Agreement}* specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier

in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

CONFORME:

Authorized Signatory
Signature over printed name

Contact No:

Name of Company/Firm

Company's Official Email Address
(where notices will be sent)

Company's Official Contact No.



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Special Conditions of Contract

**NEGOTIATED PROCUREMENT – TWO FAILED
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**VARIOUS PHARMACEUTICAL SUPPLIES
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RFQ-2022-117

Special Conditions of Contract

GCC Clause	
	<p><i>For Goods supplied from within the Philippines:</i></p> <p>Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity:</p> <ul style="list-style-type: none"> (i) Original and four copies of the Supplier’s invoice showing Goods’ description, quantity, unit price, and total amount; (ii) Four copies of Material Safety Data Sheet for a specified product upon initial delivery
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The Supplier shall have an established disposal and retrieval program or take-back system for their products (items with container)</p> <ol style="list-style-type: none"> 1 The Supplier shall submit MSDS for a specified product. 2. The product label shall bear the following information: <ul style="list-style-type: none"> a. Product specifications and ingredients b. Manufacturing and Expiration Dates c. Precautions d. Instructions for proper use and disposition e. Hazardous items shall be properly labeled as a hazardous product (e.g. flammable cytotoxic, radioactive, poison, etc.) 3. The product shall not contain halogenated plastics and PVCs. 4. The product shall be packed in suitable packaging materials which are reusable and recyclable.
	<p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>The terms of payment shall be on Acceptance:</p> <p>100% of the Contract Price per Delivery Order Slip shall be paid to the Supplier within 30 to 45 days or Supplier’s credit term after final acceptance and submission of required documents.</p>
3	<p>Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security.</p>
4	<p>The inspections and tests that will be conducted are:</p> <p>1) Upon delivery, the Goods shall undergo preliminary physical inspection by the Inspection Team of the PROCURING ENTITY to ascertain the physical condition and acceptability of the Goods.</p> <p>2) The supplier shall promptly replace the equivalent quantity of Goods taken as samples without cost to the PROCURING ENTITY.</p>
5	<p>Three (3) months after acceptance by the Procuring Entity of the delivered Goods or after the Goods are consumed, whichever is earlier.</p> <p>Winning bidder has shall post a retention money required of under R.A 9184 Sec. 62.1</p> <p>The said amount shall only be released after the lapse of the warranty period specified in Section VII Technical Specification; provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.</p>

CONFORME:

 Authorized Signatory
 Signature over printed name

 Name of Company/Firm



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Schedule of Requirements

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CY 2022**

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The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Description	Total ABC (Php)	Delivery Site	PCMC Requirement DELIVERY PERIOD
Supply and Delivery of Various Pharmaceutical Supplies CY 2022	2,600,781.20	Materials Management Division, G/F PCMC, Quezon Avenue, cor. Agham Road Quezon City	Within seven (7) working days from receipt of DELIVERY ORDER SLIP

DELIVERY AND ACCEPTANCE

- Staggered delivery and staggered payment
- Supplies to be delivered should have expiration at least one (1) year and longer or as expressed/required by the end-user.
- The Supplier should submit a Materials Safety Data Sheet upon initial delivery, if applicable.
- The supplier should deliver the goods called for in the Purchase Order (PO) within seven (7) working days or as stated on the Delivery Period upon receipt of the approved Delivery Order Slip, faxed, or, personally received during office hours at the Procurement Section.
- All goods delivered pursuant to the Purchase Order (PO) with Delivery Order Slip shall be subject to acceptance and inspection by the end-user as well as by the House Inspector and of the Resident Auditor or their representatives. Goods delivered not in conformity with specifications shall be rejected and the contractor held in default.

CONFORME:

NAME OF COMPANY

ADDRESS

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE

TELEPHONE / FAX



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Bidding Forms

**NEGOTIATED PROCUREMENT – TWO FAILED
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**VARIOUS PHARMACEUTICAL SUPPLIES
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2. Statement of Single Largest Completed Government and Private
Contracts.....DOBA-PCMC-SCF3a
3. Bid Securing Declaration.....DOBA-PCMC-BDF5
4. Omnibus Sworn Statement.....
5. Net Financial Contracting Capacity (NFCC)..... DOBA-PCMC-NFF4
6. Joint Venture Agreement FormDOBA-PCMC-JV6

FINANCIAL COMPONENT

1. Bid Form
2. Certification for Assurance of Stocks AvailabilityDOBA-PCMC-CAF10
3. Return PolicyDOBA – PCMC – CRF34

OTHERS

1. Contract Agreement Form
2. Performance Securing Declaration

INSTRUCTIONS:

1. Use the Forms provided.
2. Completely fill-up the Forms by providing the required information. Write “Not Applicable” when necessary.
3. Attach supporting documents, as required in the Form/s.

Quezon Avenue, Quezon City

STATEMENT OF SINGLE LARGEST COMPLETED GOVERNMENT AND PRIVATE CONTRACTS

Name of Bidder: _____

Name of Contract/Project	a. Client Name	Nature of Work/ Kind of Contract/ Kind of Goods Sold	Bidder's Role	Date Awarded	Period Covered/ Duration of Contract	Contract Amount
	b. Address					
	c. Contact Nos.					
	a.					
	b.					
	c.					
	a.					
	b.					
	c.					

- Instructions:**
1. Completely fill-up the form.
 2. Attach Notice of Award, Purchase Order/Contract and Clients' Acceptance as supporting documents

Submitted by:

Signature over Printed Name of Authorized Representative

Date _____

**DOBA-PCMC-SCF3a
150813 Rev 0**

**PHILIPPINE CHILDREN'S MEDICAL CENTER
Quezon Avenue, Quezon City**

STATEMENT OF ON-GOING GOVERNMENT AND PRIVATE CONTRACTS including **CONTRACTS AWARDED BUT NOT YET STARTED
(Adapted from GPPB Sample Forms)**

Name of Bidder: _____

Name of Contract/Project	a. Client Name	a. Nature of Work/ Kind of Contract/ Kind of Goods Sold	Bidder's Role	Date Awarded	Period Covered/ Duration of Contract	Contract Amount	Value of Outstanding Contract <i>(refers to unfinished portion of contract)</i>
	b. Address	b. Indicate if "Similar" or "Not Similar")					
	c. Contact Nos.						
	a.	a.					
	b.						
	c.	b.					
	a.	a.					
	b.						
	c.	b.					
	a.	a.					
	b.						
	c.	b.					
	a.	a.					
	b.						
	c.	b.					
	a.	a.					
	b.						
	c.	b.					

- Instructions:**
1. Completely fill-up the form.
 2. Photocopy this form if additional sheet is necessary.

Submitted by:

Signature over Printed Name of Authorized Representative

Date _____

DOBA-PCMC-SCF3b

150813 Rev 0

Name of Procuring Entity: PHILIPPINE CHILDREN'S MEDICAL CENTER
Quezon Avenue, Quezon City

Name of Project: _____

Name of Bidder: _____

NET FINANCIAL CONTRACTING CAPACITY (NFCC) - Goods

CURRENT ASSETS	P _____
less: CURRENT LIABILITIES	_____
NET CURRENT ASSETS	P _____
multiply by (15)	P _____
less: VALUE OF OUTSTANDING CONTRACTS INCLUDING YET TO BE STARTED	P _____
NFCC	P _____

O R

Commitment from a licensed bank to extend to it a credit line if awarded the contract in the amount of at least 10% of the proposed project to bid	
NAME OF BANK	_____
AMOUNT	P _____

SUBMITTED BY:

Signature over Printed Name of Authorized Representative

Date _____

Note: If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

JOINT VENTURE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into By and Between

_____, of legal age, _____, owner/
[Civil Status]
proprietor of _____ and a resident of

- and -

_____, of legal age, _____, owner/
[Civil Status]
proprietor of _____ and a resident of

THAT both parties agree to join together their manpower, equipment and what is needed to facilitate the Joint Venture to participate in the Eligibility, Bidding and Undertaking of the here-under stated project to be conducted by the **PHILIPPINE CHILDREN'S MEDICAL CENTER**

NAME OF PROJECT

CONTRACT AMOUNT

That both parties agree to be jointly and severally liable for the entire assignment.

That both parties agree that _____ and/or _____ shall be the Official representative of the Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the bidding as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation.

That this Joint Venture Agreement shall remain in effect only for the above-stated Projects until terminated by both parties.

DOBA-PCMC-JVF6
150813 Rev 0

JOINT VENTURE AGREEMENT

REPUBLIC OF THE PHILIPPINES) S.S.
CITY OF _____)

SUBSCRIBED AND SWORN TO before me this _____, day of _____, 20 ____
affiant exhibited to me any of his/her identification documents (I.D.'s)

Company ID _____
Driver's License _____
Senior Citizen ID _____
Passport No. _____
Any other valid ID _____

Notary Public _____
Until _____
PTR No. _____
Date _____
Place _____
TIN _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION

Invitation to Bid _____

Name of Project _____

To: **BIDS AND AWARDS COMMITTEE**
PHILIPPINE CHILDREN'S MEDICAL CENTER
Quezon Avenue, Quezon City

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

DOBA-PCMC- BDF5
150813 Rev 0

BID-SECURING DECLARATION

Invitation to Bid _____

Name of Project _____

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____,
20__ at _____, Philippines.

Affiant [Bidder's Representative/Authorized Signatory]

[Position]

[Name of Bidder-Company]

SUBSCRIBED AND SWORN to before me this ____ day of _____ at _____, Philippines. Affiant/s is personally known to me and was 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 _____,
[type of 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 _____.

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 ____.

No. 10 Technical Document: Checklist of Technical and Financial Documents

OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

A F F I D A V I T

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

1. I am the duly authorized and designated representative of _____
[Name of Bidder/Company]
with office address at _____;
[Address of Bidder/Company]
2. 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 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. _____ is not "blacklisted" or barred from bidding by the
[Name of Bidder/Company]
Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign governments/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;
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. _____ is authorizing the Head of the Procuring
[Name of Bidder/Company]
Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the owner(s), officers, members, directors, and controlling stockholders of _____ is related to the Head of the Procuring Entity, members of
[Name of Bidder/Company]
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. _____ complies with existing labor laws and
[Name of Bidder-Company]
standards; and
8. _____ is aware of and has undertaken the
[Name of Bidder-Company]
following responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a) Carefully examining all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquiring or securing Supplemental/Bid Bulletin(s) issued for the _____
[Name of the Project].

9. _____ did not give or pay directly or indirectly,
[Name of Bidder-Company]
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.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

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 _____, 20 ____ at _____, 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 _____, 20 ____

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 _____

Bid Form

Date: _____
Invitation to Bid⁷ N^o: _____

To: **PHILIPPINE CHILDREN'S MEDICAL CENTER**

Gentlemen and/or Ladies:

Having examined the Bidding Documents (PBDs) including Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned
[insert numbers]

offer to _____ in conformity with the said
[supply/deliver/perform] [description of the Goods]

PBDs for the sum of _____ or the
[total Bid amount in words and figures]

total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to _____

[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties],
which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake :

- a. to deliver the goods in accordance with delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times specified in the PBDs.
- c. to abide the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

If Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:⁸

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of _____
_____ as evidenced by attached .
[name of the bidder]

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

The Chairman
Bids and Awards Committee
PHILIPPINE CHILDREN'S MEDICAL CENTER
Quezon Avenue, Quezon City

**CERTIFICATE
(Assurance of Stocks Availability)**

This is to certify that _____
[Name of Company]

ensures availability of stocks _____
[Category/Specific Item]

being bided under Invitation to Bid No. _____.

Signature Over Printed Name (Authorized Signatory)

Name of Bidder-Company

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

ACKNOWLEDGEMENT

SUBSCRIBED AND SWORN TO before me this _____ day of _____ affiant exhibited to me (any of) his/her identification documents (I.D.'s)

Company ID _____
Driver's License _____
Senior Citizen ID _____
Passport No. _____
Any other valid ID _____

Notary Public _____
Until _____
PTR No. _____
Date _____
Place _____
TIN _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

To: The Chairperson
Bids and Awards Committee
PHILIPPINE CHILDREN'S MEDICAL CENTER
Quezon Avenue, Quezon City

CERTIFICATE OF RETURN POLICY

This is to certify that _____
[Name of Bidder-Company]

shall accept the return policy conditions stated below for items being bided under

Invitation to Bid No. _____ :

1. At least three (3) months prior to expiration is replaceable;
2. Defective products within the period of at least six (6) months from delivery is replaceable.

Signature Over Printed Name (Authorized Signatory)

Name of Bidder-Company

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

ACKNOWLEDGEMENT

SUBSCRIBED AND SWORN TO before me this _____ day of _____ affiant exhibited to me
(any of) his/her identification documents (I.D.'s)

Company ID _____
Driver's License _____
Senior Citizen ID _____
Passport No. _____
Any other valid ID _____

Notary Public _____
Until _____
PTR No. _____
Date _____
Place _____
TIN _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

CONTRACT AGREEMENT

THIS AGREEMENT made the _____ day of _____ 20____ between **PHILIPPINE CHILDREN’S MEDICAL CENTER** of the Philippines (hereinafter called “the Entity”) of the

one part and _____

[name of Supplier]

of _____

[city and country of Supplier]

(hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures in specified currency] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:

i. Philippine Bidding Documents (PBDs); i. Schedule of Requirements; ii. Technical Specifications; iii. General and Special Conditions of Contract; and iv. Supplemental or Bid Bulletins, if any

ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;

iii. Performance Security;

iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and

v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.

2. In consideration for the sum of _____
[total contract price in words and figures]

or such other sums as may be ascertained, _____
[Named of the bidder]

agrees to _____
[state the object of the contract]

in accordance with his/her/its Bid.

CONTRACT AGREEMENT

4. The Philippine Children’s Medical Center (PCMC) agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

(Insert Name and Signature)

(Insert Name and Signature)

(Legal Capacity)

(Legal Capacity)

for:

for:

(Philippine Children’s Medical Center)

(Name of Supplier)

ACKNOWLEDGMENT

SUBSCRIBED AND SWORN TO before me this _____ day of _____ affiant exhibited to me (any of) his/her identification documents (I.D.’s)

Company ID _____
Driver’s License _____
Senior Citizen ID _____
Passport No. _____
Any other valid ID _____

Notary Public _____
Until _____
PTR No. _____
Date _____
Place _____
TIN _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Performance Securing Declaration

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacture/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

PRICE SCHEDULE

PROCURING ENTITY: **PHILIPPINE CHILDREN'S MEDICAL CENTER**

NAME OF BIDDER:

NAME OF PROJECT: **PHARMACEUTICAL SUPPLIES CY 2022**

INVITATION TO BID NO. **RFQ-2022-117-B**
(VAT EXEMPT)

PCMC REQUIREMENT					BIDDER'S OFFER										
ITEM NO.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	ITEM DESCRIPTION	QTY	UNIT	ABC PER UNIT	TOTAL ABC	ITEM DESCRIPTION	BRAND	MANUFACTURER	COUNTRY OF ORIGIN	UNIT PRICE EXW	COST OF LOCAL LABOR, RAW MATERIAL, AND COMPONENT	TOTAL PRICE EXW (cols. 2 x 10)	UNIT PRICES FINAL DESTINATION AND UNIT PRICE OF OTHER INCIDENTAL SERVICES	SALES AND OTHER TAXES PAYABLE PER ITEM IF CONTRACT IS AWARDED	TOTAL PRICE DELIVERED FINAL DESTINATION (col 13+14) x col 2
1	Bleomycin Sulf powd vl 15units (IM, IV, SC)	140	vl	1,645.00	230,300.00										
2	Cefuroxime Axetil tab 500mg blister/foil pack	4,000	tab	19.00	76,000.00										
3	Cefuroxime susp bt 250mg/5mL, 50mL	200	bt	130.00	26,000.00										
4	Cytarabine vl 500mg, 5mL (IV, SC infusion)	300	vl	223.21	66,963.00										
5	Fluticasone Propionate+Salmeterol Xinafoate 125/25mcg x 120 doses	80	pc	163.39	13,071.20										
6	Lamotrigin 100mg tablet	7,000	tab	7.95	55,650.00										
ADDITIONAL REQUIREMENTS:						TOTAL =									
➤ Conforms on the attached Terms of Reference, if applicable												TERMS OF PAYMENT (For discounts being offered, if there's any. Otherwise, state "NONE") :			
➤ Drugs and Medicines to be delivered should have expiration of at least one (1) year and longer or as expressed/ required by Pharmacy															
➤ The price of the bided item(s) shall be valid until December 31, 2022															
➤ Staggered delivery, staggered payment															
➤ The quantities specified are estimated requirements during the period and may be decreased depending upon the actual need of PCMC. It is understood therefore that PCMC is not bound to order / purchase all the items / quantities called for on this biddin												_____ NAME AND SIGNATURE OF AUTHORIZED REPRESENTATIVE			
➤ The supplier should submit Materials Safety Data Sheet upon delivery, if applicable															
➤ PCMC has the right to reject any or all bids without offering any reason, waive any required formality and award the contract to any bidder whose proposals as evaluated by PCMC is the most advantageous to the government.												BAC & END-USER'S SIGNATURE:			

PHILIPPINE CHILDREN'S MEDICAL CENTER
Quezon Avenue, Quezon City

TERMS OF REFERENCE
CY 2022

Pharmaceutical Products, Containers, and Devices

The following are the requirements to winning suppliers in compliance with Administrative Order No. 2019-0041, dated October 4, 2019 re: *Implementing Guidelines in Assuring the Efficacy, Quality, and Safety of Pharmaceutical Products in the Public Health Facilities*;

1. All pharmaceutical products and devices shall be of fresh commercial stock as reflected in the Certificate of Product Registration (CPR) issued by the FDA upon delivery. The acceptable shelf life upon delivery is as follows:

Claimed Shelf Life in CPR	Minimum Remaining Shelf Life Upon Delivery
60 months	42 – 60 months
48 months	34 – 48 months
36 months	30 – 36 months
24 months	18 – 24 months
18 months	12 – 18 months
12 months	12 months

2. The CPR must be valid for the entire period of the award. If the CPR is about to expire, the supplier must have submitted a copy of an application of renewal to the FDA at least 3 months before the expiry date (a copy of the expiring CPR which is stamped with an "extension of validity" shall be submitted as proof).
3. The Pharmacist-in-charge of inspection and acceptance of pharmaceutical products and devices shall conduct random sampling of the products delivered for batch testing.
 - 3.1 The samples collected shall be submitted to FDA for test analysis. The Pharmacist shall determine the kind of test(s) to be done based on the physical inspection done. (Annex A)
 - 3.2 The supplier shall replace (same batch) or pay the cost of the samples collected for testing.
 - 3.3 The supplier shall pay the cost of testing of the products collected.
4. The supplier shall be provided with a copy of the result of tests analysis done on their products.
5. The supplier shall submit the batch notification for antibiotic products and batch certificate for vaccines issued by the FDA upon delivery.

6. The performance of the suppliers shall be monitored based on the following Key Performance Indicators:

6.1 Suppliers meet quality and service standards specified in the Terms of Reference (TOR)/Purchase Order (PO)/Contract

6.2 Timeliness of delivery

6.3 Completeness of quantity delivered

6.4 Zero defects of products

6.5 Relevant additional services provided (e.g. disposal, recall)

CONFORME:

Authorized Signatory

Signature over printed name

Contact Number: _____

Name of Company/Firm

Company's Official E-mail Address

Company's Official Contact Number

ANNEX A

Minimum Number of Sample Units Required for Each Test Analysis (FDA Circular No. 2014-014 dated 16 March 2014)

PHARMACEUTICAL PRODUCTS

a. Microbiological Tests

Sample Type	Test Parameter	Number of Sample Units
Nonaqueous/aqueous preparation for oral use	<ul style="list-style-type: none"> • Total Aerobic Microbial Count • Total Combined Yeast & Mold Count • Absence of Escherichia coli in 1g or mL 	Minimum of 2 commercial presentations with a total net weight or volume of not less than 50g or mL
Rectal Use	<ul style="list-style-type: none"> • Total Aerobic Microbial count • Total Combined Yeast & Mold Count 	
Oromucosal/Gingival/Cutaneous/Nasal/Auricular use	<ul style="list-style-type: none"> • Total Aerobic Microbial Count • Total Combined Yeast & Mold Count • Absence of Staphylococcus aureus in 1g or mL • Absence of Pseudomonas Aeruginosa in 1 g or mL 	
Inhalation use (special requirements apply to liquid preparations for nebulization)	<ul style="list-style-type: none"> • Total Aerobic Microbial Count • Total Combined Yeast & Mold Count • Absence of Staphylococcus aureus in 1g or mL • Absence of bile-tolerant Gram-negative bacteria in 1 g or mL 	

b. Biological Tests

Sample Type	Test Parameter	Number of Sample Units
Liquid Preparations 1mL to 100mL More than 100mL	<ul style="list-style-type: none"> • Bacterial endotoxin test 	20 bottles 6 bottles
1mL to 100mL 500 to 1000mL	<ul style="list-style-type: none"> • Sterility Test 	20 bottles 6 bottles
Solid Preparations	<ul style="list-style-type: none"> • Sterility Test 	20 units

c. Physico-chemical Tests

Sample Type	Test Parameter	Number of Sample Units
Tablet/Capsule	<ul style="list-style-type: none"> • Assay/Potency • Dissolution • Uniformity of Dosage Units • Identification Test • Disintegration • Tablet hardness 	60 tablets/capsules 50 tablets/capsules 40 tablets/capsules 20 tablets/capsules 20 tablets/capsules 10 tablets/capsules
Granules/Powder for Suspension/Syrup	<ul style="list-style-type: none"> • Assay and Minimum Fill • pH • Identification Test 	10 bottles 2 bottles 3 bottles
Injectables (1mL to 2mL)	<ul style="list-style-type: none"> • Assay/Potency • pH 	20 vials/ampules 10 vials/ampules
Injectables (5mL to 10mL)		20 vials/ampules 5 vials/ampules
Injectables (20mL to 100mL)		10 vials/ampules 2 vials/ampules
Ointment/Cream/Gel	<ul style="list-style-type: none"> • Assay/Potency 	10 tubes
Aerosol		10 pressurized cans
Suppositories		30 pieces

PHARMACEUTICAL CONTAINERS

Sample Type	Test Parameter	Number of Sample Units
Plastic container for suspension/syrup, oral preparations a. 10 mL b. 30 to 60 mL c. 60 to 100mL d. 250 mL e. 500 to 1000mL	<ul style="list-style-type: none"> • Nonvolatile residue • Residue on Ignition • Lead • Buffering Capacity 	120 pcs 60 pcs 40 pcs 20 pcs 10 pcs
Plastic infusion bottles/IV a. 100mL b. 250mL c. 500 to 1000mL	<ul style="list-style-type: none"> • Sterility Test 	15 pcs 10 pcs 6 pcs
Polyampules a. 1 to 2 mL b. 3 to 5 mL c. 6 to 10 mL		300 pcs 250 pcs 200 pcs
Vials a. 10 mL b. 20 to 25 mL c. 30 to 50 mL		120 pcs 60 pcs 30 pcs
Caps (Diameter) a. <0.5 cm b. Between 1 & 2.5 cm c. > 2.5 cm		800 pcs 48 pcs 30 pcs

DEVICES

Sample Type	Test Parameter	Number of Sample Units
Medical Devices	<ul style="list-style-type: none"> • Bacterial endotoxin test • Sterility Test 	20 units 20 units

PHILIPPINE CHILDREN'S MEDICAL CENTER

Quezon Avenue, Quezon City

TERMS OF REFERENCE

CY 2022

HAZARDOUS PHARMACEUTICALS

1. The winning bidders for hazardous pharmaceuticals (see attached list) shall provide PCMC two copies (one for Property and Supply and one for the Pharmacy Division) of the corresponding Materials Safety Data Sheet (MSDS) of said medicine/galenicals upon delivery.
2. The supplier shall make sure that these pharmaceuticals are properly packed for safety from breakage and spills upon delivery to PCMC. Likewise, these pharmaceuticals shall be properly labeled as a hazardous product (e.g., flammable, cytotoxic, radioactive, poison, etc.).
3. Suppliers shall provide the PCMC with the appropriate Spill Kit upon the request of the Pharmacy Division for use in the wards/clinical areas using these products.
4. The supplier shall be responsible in disposing the expired and defective hazardous pharmaceuticals. The Pharmacy Division shall inform the corresponding supplier three months before the expiry date of their product. The supplier shall be informed about the defective products as soon as it has been detected.
5. Upon request of the corresponding end-user, the supplier shall provide training on safe handling of their product(s), including management of spills.

CONFORME:

Authorized Signatory
Signature over printed name
Contact Number: _____

Name of Company/Firm

Company's Official E-mail Address

Company's Official Contact Number

LIST OF HAZARDOUS PHARMACEUTICALS

1. Bleomycin Sulfate 15 mg inj.
2. Calcium Folate 50 mg inj.
3. Carboplatin 150 mg vl.
4. Cisplatin 50 mg vl
5. Cyclophosphamide 200 mg, 500 mg vl; 50 mg tablet
6. Cytarabine 100 mg, 500 mg, and 1 g vl.
7. Dactinomycin 500 mcg inj
8. Dacarbazine 200 mg vl.
9. Doxorubicin 10 mg, 20 mg, and 50 mg vl
10. Etoposide 20 mg/ml, 5 mL inj
11. Fluorouracil vl 500mg IV
12. Idarubicin HCl 5 mg inj.
13. Ifosfamide 1 g and 2 g vl
14. Irinotecan 100 mg/5mL and 40 mg/2mL (HCl) concentrate, vl (IV infusion)
15. L-asparaginase 10,000 IU vl
16. Mercaptopurine 50 mg tab
17. Methotrexate 500 mg, 1 g, and 50 mg vl; 2.5 mg tablet
18. Mitoxanthrone 20 mg Inj.
19. Paclitaxel 6mg/mL 17mL (IV) vl
20. Rituximab 500mg inj. 50mL vial and 100mg inj. 10mL vial
21. Vinblastine 10 mg Inj
22. Vincristine 1 mg and 2 mg inj.
23. Povidone Iodine solution (all dosage preparations)
24. Gadoteric acid (all dosage preparations)
25. Gadobutrol (all dosage preparations)
26. Iohexol (all dosage preparations)
27. Ioversol (all dosage preparations)
28. Iopamidol (all dosage preparations)
29. Iopromide (all dosage preparations)
30. Sevoflurane Inhalation 250 mL
31. Isoflurane Inhalation 100 mL

CONFORME:

Authorized Signatory
Signature over printed name
Contact Number: _____

Name of Company/Firm

Company's Official E-mail Address

Company's Official Contact Number

PHILIPPINE CHILDREN'S MEDICAL CENTER
Quezon Avenue, Quezon City

SUMMARY SHEET

NAME OF PROJECT : _____
INVITATION TO BID NO. : _____

NAME OF BIDDER : _____

NO		PCMC's Requirement	BIDDER'S OFFER		MANUFACTURER/ DEALER/ DISTRIBUTOR	PRINCIPAL COMPANY	CERT. OF PRODUCT REGISTRATION FROM FDA REFERENCE NO. / EXPIRATION DATE	MANUFACTURER'S CERTIFICATION BY INDEPENDENT CERTIFYING BODY	CONSUMER GUIDELINES REGARDING DISPOSAL OF THE SUPPLIES
A/B	NO.		ITEM DESCRIPTION	BRAND					

SUMMARY SHEET

NAME OF PROJECT : _____
INVITATION TO BID NO. : _____

NAME OF BIDDER : _____

NO		PCMC's Requirement	BIDDER'S OFFER		MANUFACTURER/ DEALER/ DISTRIBUTOR	PRINCIPAL COMPANY	CERT. OF PRODUCT REGISTRATION FROM FDA REFERENCE NO. / EXPIRATION DATE	MANUFACTURER'S CERTIFICATION BY INDEPENDENT CERTIFYING BODY	CONSUMER GUIDELINES REGARDING DISPOSAL OF THE SUPPLIES
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 Signature over printed name / Position
AUTHORIZED SIGNATORY