



Republic of the Philippines  
DEPARTMENT OF HEALTH  
PHILIPPINE CHILDREN'S MEDICAL CENTER  
Bids and Awards Committee  
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## SECTION I

# *Invitation to Bid*

**SUPPLY AND DELIVERY RICE  
(2024 MID-YEAR INCENTIVE)**

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**IB-2024-059**



Republic of the Philippines  
DEPARTMENT OF HEALTH  
**PHILIPPINE CHILDREN'S MEDICAL CENTER**

Quezon Avenue, Quezon City 1100  
website: [www.pcmc.gov.ph](http://www.pcmc.gov.ph) email: [officeofthedirector@pcmc.gov.ph](mailto:officeofthedirector@pcmc.gov.ph)  
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**INVITATION TO BID**

1. The **Philippine Children's Medical Center (PCMC)** through the **COB CY 2024** intends to apply the sum of **Four Million Three Hundred Forty Thousand Pesos (Php4,340,000.00)** being the Approved Budget for the Contract (ABC) to payments under the following Invitation to Bid. Bids received in excess of the ABC shall be automatically rejected at bid opening.

IB No.	Item Description	Approved Budget for the Contract (PhP)	Cost of Bidding Documents (PhP)
IB-2024-059	SUPPLY AND DELIVERY OF RICE (2024 MID-YEAR INCENTIVE)	P4,340,000.00	5,000.00

2. The **Philippine Children's Medical Center (PCMC)** now invites bids for the above-mentioned projects. Delivery of the Goods is required *as stated in Section VI. Schedule of Requirements*. Bidders should have completed, within the **past two (2) years** from the date of submission and receipt of bids, a contract similar to the Project. 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 nondiscretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.
  - a. 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 No. 5183.
4. Prospective Bidders may obtain further information from PCMC and inspect the Bidding Documents at the address given below during office hours.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting **July 4, 2024** upon payment of the applicable fee for the Bidding Documents. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of PCMC, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
6. The Philippine Children's Medical Center will hold a **Pre-Bid Conference** on **July 12, 2024 at 10:00 AM** through video conferencing via **Zoom (Meeting ID: 938 4502 7523 Passcode: 049574)** which shall be open to prospective bidders.
7. Bids must be duly received through manual submission on or before **July 24, 2024 at 2:00 PM, Guard-on-Duty, 3<sup>rd</sup> Floor, Procurement Division Area, PCMC Main Building**. Late bids shall not be accepted.

**PhilHealth Accredited**



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ID: 9100079564



8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **July 24, 2024, 2:30 PM. 3<sup>rd</sup> Floor, Procurement Division Area, PCMC Main Building**. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the aforementioned venue. In compliance to social distancing and to support the government's effort to mitigate, if not contain transmission of COVID -19, we will **strictly allow only one authorized representative per bidder company** to enter the venue during opening of bids. Provided further, that said authorized representative shall follow PCMC's safety protocol by wearing face mask while inside PCMC Premises.
11. The **Philippine Children's Medical Center (PCMC)** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

Procurement Division  
3<sup>rd</sup> Floor, PCMC Main Building  
Quezon Avenue, cor. Sen. Miriam P. Defensor-Santiago Avenue,  
Quezon City  
Trunk line: 8588-9900 Loc 361 / 355  
Fax Number: 8924-0870  
Mobile Number: +63917-8423248  
Email: [pcmcbac@gmail.com](mailto:pcmcbac@gmail.com)

13. You may visit the following websites:

For downloading of Bidding Document: [www.pcmc.gov.ph](http://www.pcmc.gov.ph)  
[www.philgeps.gov.ph](http://www.philgeps.gov.ph)

July 3, 2024

  
**FRANCIS S. DELA CUESTA, RN, MAN**  
Chairman, Bids & Awards Committee





Republic of the Philippines  
**DEPARTMENT OF HEALTH**  
**PHILIPPINE CHILDREN'S MEDICAL CENTER**  
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## **SECTION II**

# ***Instructions to Bidders***

**SUPPLY AND DELIVERY OF RICE**  
**(2024 MID-YEAR INCENTIVE)**

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**IB-2024-059**

## 1. Scope of Bid

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

<b>IB Number</b>	<b>ITEM DESCRIPTION</b>	<b>Approved Budget for the Contract</b>
IB-2024-059	Supply and Delivery of Rice (2024 Mid-Year Incentive)	Php4,340,000.00

The above Procurement Project, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **COB CY 2024** in the amount of **Four Million Three Hundred Forty Thousand Pesos (Php 4,340,000.00)**.

2.2. The source of funding is:

- a. GOCC and GFIs, the Corporate Operating Budget

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2.

- a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
  - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.

- 5.3. 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.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## 7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

## 8. Pre-Bid Conference

The Philippine Children's Medical Center will hold a Pre-Bid Conference on **July 12, 2024 at 10:00 A.M** through video conferencing via **Zoom (Meeting ID: 93845027523 Passcode: 049574)** which shall be open to prospective bidders, as indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## 10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **the past two (2) years** prior to the deadline for the submission and receipt of bids.



- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## 12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in e.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
    - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

## 13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in:
  - a. Philippine Pesos.

**14. Bid Security**

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until *120 calendar days*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

**15. 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*

The **First (1<sup>st</sup>) Envelope**, shall contain the following **Technical Documents** accomplished in one (1) set, **filed in a folder**

The **Second (2<sup>nd</sup>) Envelope** shall contain the **Financial Component** accomplished in two (2) sets, **each set filed in a folder**

**All copies should be certified as true copy**

<b>COLOR CODING OF FOLDERS/ENVELOPES</b>	<b>GRAY</b>
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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 ENVELOPES:**

- as: > Technical Component Requirements (original copy)
- > Financial Component Requirement (original and copy 1)

**16. Deadline for Submission of Bids**

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

**17. Opening and Preliminary Examination of Bids**

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. 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.

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

**18. Domestic Preference**

- 18.1. 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.



**19. Detailed Evaluation and Comparison of Bids**

- 19.1. 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.
- 19.2. 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.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:
  - Option 1 – One Project having several items that shall be awarded as one contract.
- 19.5. 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.

**20. Post-Qualification**

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

**21. Signing of the Contract**

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

**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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## **SECTION III**

# ***Bid Data Sheet***

## **SUPPLY AND DELIVERY OF RICE (2024 MID-YEAR INCENTIVE)**

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**IB-2024-059**

## Bid Data Sheet

ITB Clause							
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>a. Supply and delivery of <i>Rice</i>.</li> <li>b. Completed within <i>the last two (2) years</i> prior to the deadline for the submission and receipt of bids.</li> </ol>						
7.1	Subcontracting is not allowed.						
12	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.						
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>1. The amount of not less than <b>two percent (2%) of the ABC of the item(s) joined</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>2. The amount of not less than <b>five percent (5%) of the ABC of the item(s) joined</b>, if bid security is in Surety Bond.</li> </ol>						
19.3	<p><b><i>Supply and Delivery of the following:</i></b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">IB Number</th> <th style="text-align: center;">ITEM DESCRIPTION</th> <th style="text-align: center;">Approved Budget for the Contract</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">IB-2024-059</td> <td style="text-align: center;">Supply and Delivery of Rice (2024 Mid-Year Incentive)</td> <td style="text-align: center;">Php4,340,000.00</td> </tr> </tbody> </table>	IB Number	ITEM DESCRIPTION	Approved Budget for the Contract	IB-2024-059	Supply and Delivery of Rice (2024 Mid-Year Incentive)	Php4,340,000.00
IB Number	ITEM DESCRIPTION	Approved Budget for the Contract					
IB-2024-059	Supply and Delivery of Rice (2024 Mid-Year Incentive)	Php4,340,000.00					
20.2	<p>The Lowest Calculated Bidder shall submit the following documentary requirements within a non-extendible period of <i>five (5) calendar days</i> from receipt of the notification that contain the following <b>(ARRANGED, NUMBERED AND TABBED)</b> <i>[Strictly NO using of staple wire and thick materials for tabs]</i>:</p> <ol style="list-style-type: none"> <li>1. Latest Income (<b>BIR Form No. 1701-Q or 1702-Q</b>) and Business Tax Returns (<b>BIR Form No.2550-Q</b>) filed paid through the BIR Electronic Filing (EFPS) within the last quarter.</li> <li>2. Certificate of Performance in letterhead of their clients indicating the contact numbers and email addresses signed by the authorized head of the Department from three (3) clients of the bidder issued within the last six (6) months prior to bid opening.   <p style="margin-left: 40px;">Note: Certification issued by PCMC – Materials Management Division must be included if bidder had done business with us. Certification of which should be of same category (e.g. equipment/supplies) of project being bided.</p> </li> <li>3. Registration Certificate from the Department of Trade and Industry (DTI) or Securities and Exchange Commission (SEC), whichever may be appropriate under existing laws of the Philippines</li> <li>4. Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located or the equivalent document for Exclusive Economic Zones or Areas.</li> <li>5. CY 2023 Audited Financial Statements and Income Tax Returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS)</li> </ol>						

	<p>6. Section II. Instructions to Bidders with signature (conforme) on all pages</p> <p>7. Section III. Bid Data Sheet with signature (conforme) on all pages</p> <p>8. Section IV. General Conditions of the Contract with signature (conforme) on all pages</p> <p>9. Section V. Special Conditions of the Contract with signature (conforme) on all pages</p> <p>10. Certification for Assurance of Stocks Availability [<i>use of Form No. DOBA-PCMC-CAF10 is required</i>]</p> <p>11. Return Policy [<i>use of Form No. DOBA – PCMC – CRF34 is required</i>]</p> <p>12. Duly signed and fully filled out acknowledgment on PCMC’s Advisory regarding fraudulent solicitations.</p> <p>13. Other appropriate licenses and permits required by law and stated in the Bidding Documents</p> <p>Failure of the Bidder declared as LCB to duly submit the requirements stated above or a finding against the veracity of such shall be ground for forfeiture of the bid security and disqualify the Bidder for award.</p>
21.2	<i>No additional contract documents relevant to the Project</i>

**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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## SECTION IV

# *General Conditions of Contract*

## SUPPLY AND DELIVERY OF RICE (2024 MID-YEAR INCENTIVE)

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**IB-2024-059**

## 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**

- 6.1. 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.
- 6.2. 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.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

**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.



**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](http://www.pcmc.gov.ph) email: [pcmbac@gmail.com](mailto:pcmbac@gmail.com)  
Trunkline: 8588-9900 local 361/355 Telefax No.: 8924-0870

## **SECTION V**

### ***Special Conditions of Contract***

#### **SUPPLY AND DELIVERY OF RICE (2024 MID-YEAR INCENTIVE)**

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**IB-2024-059**

# Special Conditions of Contract

GCC Clause	
1	<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> <p style="padding-left: 40px;">(i) Original and four copies of the Supplier’s invoice/delivery receipt showing Goods’ description, quantity, unit price, and total amount;</p> <p><b>Packaging –</b></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 product label shall bear the following information:</p> <ol style="list-style-type: none"> <li>a. Product specifications and ingredients</li> <li>b. Manufacturing and Expiration Dates</li> <li>c. Precautions</li> <li>d. Instructions for proper use and disposition</li> <li>e. Hazardous items shall be properly labeled as a hazardous product (e.g. flammable cytotoxic, radioactive, poison, etc.)</li> <li>f. The product shall not contain halogenated plastics and PVCs.</li> <li>g. The product shall be packed in suitable packaging materials which are reusable and recyclable.</li> </ol>
	<p><b>Transportation –</b></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><b>Intellectual Property Rights –</b></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> <ol style="list-style-type: none"> <li>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.</li> <li>2) The supplier shall promptly replace the equivalent quantity of Goods taken as samples without cost to the PROCURING ENTITY</li> </ol>
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 shall post a retention money required 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

\_\_\_\_\_  
 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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## **SECTION VI**

# ***Schedule of Requirements***

## **SUPPLY AND DELIVERY OF RICE (2024 MID-YEAR INCENTIVE)**

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**IB-2024-059**

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 Rice (Mid-Year Incentive)	4,340,000.00	Materials Management Division, G/F PCMC, Quezon Avenue, cor. Sen. Miriam P. Defensor-Santiago Avenue	<b>Pick Up Dates:</b> August 27-30, 2024 (9:00 AM to 9:00 PM)  <b>Delivery Date:</b> August 28, 2024

Pick Up Locations:

**DELIVERY AND ACCEPTANCE**

- As per Conditions on the Terms of Reference
- The supplier should deliver the goods called for in the Purchase Order (PO) within the delivery period upon receipt of approved Purchase Order (PO) through fax/email or personally received during office hours at the Procurement Division.
- 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:**

\_\_\_\_\_  
 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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## **SECTION VII**

# ***Technical Specifications***

## **SUPPLY AND DELIVERY OF RICE (2024 MID-YEAR INCENTIVE)**

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**IB-2024-059**

PHILIPPINE CHILDREN'S MEDICAL CENTER  
Quezon Avenue, Quezon City

Name of Project : Supply and Delivery of Rice (2024 Mid-Year Incentive)  
Total ABC = Php4,340,000.00

Invitation to Bid No. IB 2024-059

TECHNICAL SPECIFICATIONS

PCMC REQUIREMENT				Bidder's Offer (Indicate Brand, Packing, Specification, etc.)
Item No.	Qty	Unit	Item Description	
1	1	lot	SUPPLY AND DELIVERY OF RICE	
	1360	sack	Rice, 50kg, premium grade, well milled, new (freshly harvest), long grains, 2% broken, good quality (fragrant uncooked and cooked)	
	380	sack	Rice, 25kg, premium grade, well milled, new (freshly harvest), long grains, 2% broken, good quality (fragrant uncooked and cooked)	

Additional Requirements :

- 1 Conformance to the Terms of Reference
- 2 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.

---

NAME OF COMPANY

ADDRESS

---

SIGNATURE OVER PRINTED NAME

TELEPHONE / FAX NO./EMAIL ADDRESS



**PHILIPPINE CHILDREN'S MEDICAL CENTER**

Quezon Avenue, Quezon City

**PRAISE COMMITTEE**

Program on Awards and Incentives for Service Excellence

**ONE (1) LOT SUPPLY AND DELIVERY OF 2024 MID-YEAR RICE INCENTIVE  
TERMS OF REFERENCE**

The Terms of Reference (TOR) was formulated to recognize all employees and workers in PCMC for their collective and unceasing participation in an invaluable contribution to the efficient and responsive delivery of services to the public. PRAISE Committee has decided to adopt the safest way in distributing the Mid-Year Rice Incentive as a gesture of recognizing their hard work, dedication, commitment, and performance, which can all be translated to this hospital's exceptional achievements.

Rice Incentive shall be picked-up by PCMC Employees (Plantilla and Job Order) and Outsourced Personnel or their respective Authorized Representative on designated store/warehouse/dealer branch. There are also certain Rice Incentive to be delivered at PCMC as stated below.

**RICE INCENTIVE:**

**I. FOR STORE/WAREHOUSE/DEALER BRANCH PICK-UP:**

PCMC Employees (Plantilla and Job Order) and Outsourced Personnel or their respective Authorized Representative shall pick-up at the designated store/warehouse/dealer branch the Rice Incentive:

- **1347** sacks – 1 Rice 50 kg.
- **291** packs – 1 Rice 25 kg.

**II. FOR DELIVERY TO PCMC:**

Supplier shall deliver at PCMC the following Rice Incentive:

- **13** sacks – 1 Rice 50 kg.
- **89** packs – 1 Rice 25 kg.

**III. STORE/WAREHOUSE/DEALER BRANCH**

The supplier shall provide at least five (5) stores/warehouse/dealer branches within Metro Manila near PCMC vicinity and PCMC shall choose at least three (3) as pick-up locations.

The supplier shall provide designated area within the three (3) chosen stores/warehouse/dealer branches for the issuance of the Rice Incentive to PCMC Employees (Plantilla and Job Order) and Outsourced Personnel or employee's authorized representative.

The supplier shall provide the needed assistance during the issuance of Rice Incentive to PCMC Employees (Plantilla and Job Order) and Outsourced Personnel or employee's authorized representative.

#### **IV. DISTRIBUTION OF RICE INCENTIVE**

PCMC Employees (Plantilla and Job Order) and Outsourced Personnel or employee's authorized representatives **must pick-up** their rice incentive from **August 27, 2024 (Tuesday) to August 30, 2024 (Friday)** site hours from 9:00AM to 9:00PM.

All unclaimed rice incentives within the prescribed period shall be delivered by the supplier to PCMC a day after the end of the scheduled pick-up dates.

#### **V. DELIVERY OF RICE INCENTIVE**

All rice incentives shall be delivered on **August 28, 2024** at PCMC.

#### **Specifications for rice:**

- ✓ Premium grade, 50kg. and 25kg.
- ✓ Well milled
- ✓ New (freshly harvest)
- ✓ Long grains
- ✓ 2% broken
- ✓ Good quality (fragrant uncooked and cooked)
- ✓ As part of the post qualification process, the lowest calculated bidder:
  - a. Shall provide at least 3kg. uncooked rice;
  - b. Must have passed product evaluation (cooked and uncooked)
- ✓ Sack/s of rice with defects/damage (noticeable broken grains/damaged kernels and impurities) shall be replaced immediately during the day or after two (2) days of purchase/pick-up/delivery.

#### **MECHANICS:**

##### **I. FOR STORE/WAREHOUSE/DEALER BRANCH PICK-UP**

This applies to all PCMC employees (Plantilla and Job Orders) and Outsourced Personnel (R.A. Lanting Security & Investigation Agency, Mech-Air Systems Corp., PRC Courier and Maintenance Services and LSERV Corporation)

##### **STEP 1**

**PCMC Employees and Outsourced Personnel** shall pick-up their rice incentive from their pre-selected store/warehouse/dealer branch, after presenting and submitting the following to the branch Customer Service:

- Original PCMC ID or any valid government/company ID (for outsourced personnel) for validation

**Authorized Representative of Employees and Outsourced Personnel** shall only pick-up their rice incentive from their pre-selected store/warehouse/dealer branch after presenting and submitting the following to the branch Customer Service:

- Photocopy of the PCMC ID or any valid government/company ID of the PCMC Employee and Outsourced Personnel
- Authorization Letter signed by the PCMC Employee/Outsourced Personnel
- Valid ID of the authorized representative, for validation

**STEP 2**

Once validated, the employee or authorized representative may claim the rice incentive from the store/warehouse/dealer branch designated area.

**STEP 3**

Check for correctness of kilograms of rice before checking it out, incorrect kilograms will be replaced immediately on the spot by the store/warehouse/dealer branch.

**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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## **SECTION VIII**

# ***Checklist of Technical and Financial Documents***

## **SUPPLY AND DELIVERY OF RICE (2024 MID-YEAR INCENTIVE)**

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**IB-2024-059**



# Checklist of Technical and Financial Documents

The Bidder shall submit the following **TECHNICAL COMPONENT ENVELOPE (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, including Annex "B" which must be completely filled up)*
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. DOBAPCMC-SCF3a is required, including Annex "A" which must be completely filled up)*.
4. Original copy of Bid Security (**Refer to BDS Clause 14.1**). If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or Original copy of Notarized Bid Securing Declaration
5. Duly accomplished and signed Production/ Delivery Schedule using the form as provided for in Section VI
6. Duly accomplished and signed Technical Specification using the form as provided for in Section VII
  - i. Signed Conforme on the Terms of Reference
7. Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. *(Use of the Form provided is required)*

#### Financial Documents

8. 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

9. 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

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

## 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 include the PCMC-issued USB Flash Drive in the Financial Component Envelope (Original Folder) 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

### 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.

# PRICE SCHEDULE

PROCURING ENTITY: <b><u>PHILIPPINE CHILDREN'S MEDICAL CENTER</u></b>	NAME OF BIDDER:
NAME OF PROJECT : <b><u>Supply and Delivery of Rice (2024 Mid-Year Incentive)</u></b>	INVITATION TO BID NO. <b>IB-2024-059</b>

PCMC REQUIREMENT					BIDDER'S OFFER								
ITEM NO.	1	2	3	4	5	6	7	8	9	10	11	12	13
	ITEM DESCRIPTION	QTY	UNIT	ABC PER UNIT	TOTAL ABC	ITEM DESCRIPTION	COUNTRY OF ORIGIN	UNIT PRICE EXW	COST OF LOCAL LABOR, RAW MATERIAL, AND COMPONENT	TOTAL PRICE EXW (cols. 2 x 8)	UNIT PRICES FINAL DESTINATION AND UNIT PRICE OF OTHER INCIDENTAL	SALES AND OTHER TAXES PAYABLE PER ITEM IF CONTRACT IS AWARDED	TOTAL PRICE DELIVERED FINAL DESTINATION (col 11 + 12) x 2
	<b>Supply and Delivery of Rice</b>	<b>1</b>	<b>lot</b>	<b>4,340,000.00</b>	<b>4,340,000.00</b>								
1	Rice, 50kg, premium grade, well milled, new (freshly harvest), long grains, 2% broken, good quality (fragrant uncooked and cooked)	1360	sack										
2	Rice, 25kg, premium grade, well milled, new (freshly harvest), long grains, 2% broken, good quality (fragrant uncooked and cooked)	380	sack										

<b>ADDITIONAL REQUIREMENTS:</b>	<b>TOTAL =</b>
> Conforme to the attached TERMS OF REFERENCE	<b>TERMS OF PAYMENT (For discounts being offered, if there's any. Otherwise, state "NONE") :</b>
> 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.	
	<b><i>NAME AND SIGNATURE OF AUTHORIZED REPRESENTATIVE</i></b>
	<b>BAC &amp; END-USER'S SIGNATURE:</b>