



Republic of the Philippines  
Department of Health

**Philippine Institute of Traditional and Alternative Health Care (PITAHC)**



**SUPPLY AND DELIVERY  
OF VARIOUS  
SOAP PRODUCTION REQUIREMENTS  
OF THE  
CAGAYAN VALLEY HERBAL  
PROCESSING PLANTS  
(NEGOTIATED PROCUREMENT  
UNDER TWO-FAILED BIDDING)**

Goods\_CB\_001-2021



# *Invitation to Bid*



## **INVITATION TO BID FOR SUPPLY AND DELIVERY OF VARIOUS SOAP PRODUCTION REQUIREMENTS OF THE CAGAYAN VALLEY HERBAL PROCESSING PLANTS**

(NEGOTIATED PROCUREMENT UNDER TWO-FAILED BIDDING)

1. The Philippine Institute of Traditional and Alternative Health Care (PITAHC), through the Corporate Operating Budget (COB) of 2021, intends to apply the sum of **TWO MILLION FORTY-TWO THOUSAND PESOS (PhP2,042,000.00)** being the total ABC to payments under the contract for the project **Supply and Delivery of Various Soap Production Requirements of Cagayan Valley Herbal Processing Plants**:

<b>Lot</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>ABC per Lot (in PhP)</b>
1	<b>Oil, Coconut fortified with Vitamin A</b>	Cans (17kgs)	750	<b>1,500,000.00</b>
2	<b>Sodium Hydroxide (Caustic Soda)</b>	Bags (25 kgs)	80	<b>120,000.00</b>
3	<b>Lavender Oil</b>	Liters	67	<b>187,600.00</b>
4	<b>Peppermint Oil</b>	Liters	58	<b>162,400.00</b>
5	<b>Corrugated Box</b>	Pieces	1,200	<b>72,000.00</b>

Bids received in excess of the respective ABCs per lot shall be automatically rejected at bid opening.

2. PITAHC now invites bids for the above Procurement Project. Delivery of the Goods is required based on the Schedule of Requirements. Bidders should have completed, within three (3) 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 non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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 PITAHC and inspect the Bidding Documents at the address given below during office hours between **8:00 a.m. to 4:00 p.m.** from **Mondays to Fridays** except during weekend and declared Holidays and suspension of work.
5. A complete set of Bidding Documents may be acquired by interested Bidders upon payment of the non-refundable fee for the Bidding Documents through:
  - a) Cashier Section, 3rd Floor, PITAHC Building, Matapang Street, East Avenue Medical Center Compound, Barangay Central, Quezon City;
  - b) Cashier Section, Cagayan Valley Herbal Processing Plant, Carig, Tuguegarao City; or
  - c) LAND BANK OF THE PHILIPPINES

Current Account Name: **PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE**

Account No. **1872-1035-18**

Upon deposit, the bidders must submit the scanned copy of the deposit slip to [bacpita hc@gmail.com](mailto:bacpita hc@gmail.com) and [pita hc.financedivision@gmail.com](mailto:pita hc.financedivision@gmail.com)

Payment of the non-refundable fee for the Bidding Documents is in pursuant to the latest Guidelines issued by the GPPB, in the following amount depending on the lot(s) intended to be bid:

Lot	Description	ABC per Lot (in PhP)	Non-Refundable Fee per Lot (in PhP)
1	<b>Oil, Coconut fortified with Vitamin A</b>	<b>1,500,000.00</b>	5,000.00
2	<b>Sodium Hydroxide (Caustic Soda)</b>	<b>120,000.00</b>	500.00
3	<b>Lavender Oil</b>	<b>187,600.00</b>	500.00
4	<b>Peppermint Oil</b>	<b>162,400.00</b>	500.00
5	<b>Corrugated Box</b>	<b>72,000.00</b>	500.00
	<b>Bid for all</b>	<b>2,042,000.00</b>	5,000.00

6. PITAHC will hold a Negotiation on **9 August 2021, Monday, 2:30PM via Zoom Teleconferencing**, which shall be open only to those prospective bidders who coordinated and confirmed their attendance to participate to the said Conference.

The Zoom Link shall be provided by PITAHC IT Officer through the BAC Secretariat upon request.

7. Best bids must be duly received by the BAC Secretariat through online or electronic submission or submission of electronic copies of bid through Universal Serial Bus (USB) as indicated below on or before **12 August 2021, Thursday, at 12:00NN**. Late bids shall not be accepted.
8. All Bests 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 **12 August 2021, Thursday, 1:30 PM** at the given address below Zoom Teleconference. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. PITAHC 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.
11. For further information, please refer to:

**MR. ANDY G. MATULA**

*Head, BAC Secretariat*

PITAHC Building, Matapang Street, East Avenue Medical Center Compound, Barangay Central, Quezon City

Telephone No.: (+632) 376-3067/376-3068 local 320, Facsimile No.: (+632) 376-3067

E-mail: bacpitahc@gmail.com

12. You may visit the following websites:

For downloading of Bidding Documents:

<https://pitahc.gov.ph/category/invitation-to-bid/>

For online bid submission: bacpitahc@gmail.com

For USB submission of Bids: PITAHC Building, Matapang Street, East Avenue Medical Center Compound, Barangay Central, Quezon City.

26 July 2021

*(Sgd.)*

**DR. FRANCIS VICENTE S. RAS**  
*BAC Chairperson*



## *Schedule of Requirements*

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

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	<b>Oil, Coconut fortified with Vitamin A</b>	750	750	330 cans - Within thirty (30) days upon the receipt of NOA  330 cans - Within thirty (30) days upon the receipt of first tranche  150 cans - Within thirty (30) days upon the receipt of second tranche
2	<b>Sodium Hydroxide (Caustic Soda)</b>	80	80	Within thirty (30) days upon the receipt of NOA
3	<b>Lavender Oil</b>	67	67	Within thirty (30) days upon the receipt of NOA
4	<b>Peppermint Oil</b>	58	58	Within thirty (30) days upon the receipt of NOA
5	<b>Corrugated Box</b>	1,200	1,200	Forty-Five (45) to Sixty (60) days upon the receipt of NOA

Delivery Site: *Cagayan Valley Herbal Processing Plant, Carig, Tuguegarao City*



# *Technical Specifications*

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<i>Item / Service</i>	<i>Maximum Quantity</i>	<i>Technical Specifications</i>	<i>Statement of Compliance<sup>1</sup></i>
1. Oil, Coconut fortified with Vitamin A	750	<ul style="list-style-type: none"> <li>• Food grade</li> <li>• Pure-exPELLER-pressed coconut oil</li> <li>• Fortified with more or less 6% Vitamin A</li> <li>• 17kg gross weight</li> <li>• With Certificate of Analysis</li> </ul>	
2. Sodium Hydroxide (Caustic Soda)	80	<ul style="list-style-type: none"> <li>• Cosmetic grade</li> <li>• Minimum of 98% Sodium Hydroxide</li> <li>• Flakes</li> <li>• With Certificate of Analysis per batch</li> <li>• 25 kilos/sack</li> <li>• Expiration date: not less than two (2) years</li> </ul>	
3. Lavender Oil	67	<ul style="list-style-type: none"> <li>• Synthetic</li> <li>• Oil based</li> <li>• Pharmaceutical / Cosmetic Grade</li> <li>• Four (4) years shelf life</li> <li>• With Certificate of Analysis per batch</li> <li>• One (1) liter per bottle</li> </ul>	
4. Peppermint Oil	58	<ul style="list-style-type: none"> <li>• Synthetic</li> <li>• Oil based</li> <li>• Pharmaceutical / Cosmetic Grade</li> </ul>	

<sup>1</sup> [Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.]

		<ul style="list-style-type: none"> <li>• Four (4) years shelf life</li> <li>• With Certificate of Analysis per batch</li> <li>• One (1) liter per bottle</li> </ul>	
5. Corrugated Box <i>(For 100 pieces of Herbal Soap)</i>	1,500	<ul style="list-style-type: none"> <li>• 3-Layered</li> <li>• Single Wall</li> <li>• 14.5"x 9.5" x 8.5"</li> <li>• With PITAHC new logo and CVHPP address print in green</li> </ul>	

**Other requirements:**

1. The PITAHC CVHPPs have the right to decrease the quantity of the item(s) ordered based on its actual requirements;
2. In case of increase in the quantity of item(s) order this shall be subjected to Repeat Order in accordance with Section 51 of the Revised 2016 IRR of RA9184; and
3. PITAHC CVHPPs shall only pay the actual quantity consumed in its soap production.

# *Checklist of Technical and Financial Documents*

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## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**and**
- (c) Mayor's or 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;  
**and**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- (e) 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; **and**
- (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission based on the following percentage requirement:
  - a. The amount of not less than *two percent (2%) of ABC per lot*, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;
  - b. The amount of not less than *five percent (5%) of ABC per lot*, if bid security is in Surety Bond.**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS) (**ANNEX A**); **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.

Financial Documents

- (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

*Class "B" Documents*

- (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;  
**or**  
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

**II. FINANCIAL COMPONENT ENVELOPE**

- (m) Original of duly signed and accomplished Financial Bid Form (**ANNEX B**);  
**and**
- (n) Original of duly signed and accomplished Price Schedule(s) (**ANNEX C**).

