



REQUEST FOR PROPOSAL

Date: 17 March 2022

Reference: RFP CO-22-004SVP

1. The **Philippine Institute of Traditional and Alternative Health Care (PITAHC)** through its **Bids and Awards Committee (BAC)** invites interested bidders to submit a proposal, with the total Approved Budget for the Contract (ABC) in the total amount of **Nine Hundred Ninety-Nine Thousand Nine Hundred Sixty Pesos (PhP999,960.00) inclusive of VAT** for the procurement of the item/s stated below:

PITAHC 2022 APP Ref	PR Number	Item Description
5040100000	THPP-22-02-003	SERVICES OF TOLL MANUFACTURING OF LAGUNDI SYRUP 300MG/5ML, 12 ML BOTTLE <i>(Please see attached Terms and Conditions for the detailed Specifications)</i>

2. Procurement shall be conducted through Small Value Procurement under Section 53.9 - Negotiated Procurement as prescribed under Rule XVI- Alternative Methods of Procurement of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the “*Government Procurement Reform Act*”.
3. The proposal must be duly signed by the bidder and must be submitted to the BAC Secretariat, PITAHC Building, Matapang St., East Avenue Medical Center Compound, Barangay Central, Quezon City or sent thru fax at (02) 8376-3067 or email at bacpitahc@gmail.com. The proposal shall be received until **21 March 2022**.
4. The bidder must **submit a copy** of the following documents, **together with the proposals**, to ensure that the said bidder is technically, legally and financially capable to undertake the proposed project:
 - a. Valid and current Mayor’s/Business Permit 2022
 - b. Business/Income Tax Return for CY 2019/2020
 - c. Notarized Omnibus Sworn Statement by the prospective bidder in the new prescribed form as per GPPB Resolution No. 16-2020
 - d. PHILGEPS Registration Number *(to be indicated in the Price Proposal Form)*
 - e. Other requirements that may be requested by PITAHC to ensure safety and quality of its products in the manufacturing area.
5. PITAHC reserves the right to waive any formality in the responses to the eligibility requirements and to this invitation. PITAHC further reserves the right to reject all proposals, or declare a failure of small value procurement, 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 to the affected bidder or bidders in accordance with R.A. No. 9184 and its Implementing Rules and Regulations.
6. For any clarification, you may contact **Mr. Rodelio Mendez, Jr.** at telephone no. (02) 8376-3067

(Sgd)
DR. FRANCIS VICENTE S. RAS
Chairperson, PITAHC BAC



**TERMS AND CONDITIONS
SERVICES OF TOLL MANUFACTURING OF
LAGUNDI SYRUP 300 mg/ 5 mL 12mL Bottle**

I. BACKGROUND:

PITAHC-Tacloban is one of the three (3) Herbal Manufacturing and Processing Plants under the Philippine Institute of Traditional and Alternative Health Care – a Government Owned and Controlled Corporation (GOCC) that manufacture safe, effective and affordable herbal medicines such as Lagundi Tablet and Sambong Tablets. The Tacloban HPP manufacturing activity is licensed under the Philippine Food and Drug Administration (FDA) following the Current Good Manufacturing Practices (cGMP) standards for a solid dosage for (Tablet) facilities.

The high demand for liquid cough preparations for children prompted the PITAHC to establish liquid line facilities. Hence, PITAHC launches its HerbMAP Packages under the DOH Medicine Access Program (MAPs) in order to provide accessibility of safe, effective and quality herbal medicine and products to patients prioritizing the marginalized and underserved households to help them in combating common ailments. However, the Tacloban HPP is currently complying with the requirements of FDA for liquid manufacturing line, the PITAHC-Tacloban secured a License to Operate (LTO) from FDA as a Trader for this product to legitimately distribute it and have it Toll Manufactured through a third party provider.

Hence, the PITAHC Tacloban requires the services of FDA-licensed manufacturer to produce Lagundi syrup 300mg/5 mL (120mL) bottles for FY 2022 as part of the implementation of HerbMAP and supply its clients from the public health sector.

II. GENERAL OBJECTIVE:

To avail the services of a FDA-licensed Toll Manufacturer for the production of Lagundi Syrup 300 mg/5ml 120mL bottle in reference to the Technology Transfer and License Agreement between University of the Philippine- Manila (UP-Manila) and PITAHC.

III. SERVICES:

The Toll manufacturer shall ensure that the following services will be provided:

1. Conduct Quality Control Testing of Raw Materials and other ingredients to be used in the formulation of syrup in accordance to the Philippine Pharmacopeia;
2. Manufacture Lagundi Syrup 300mg/5ml 120ml and 60ml in accordance to PITAHC

Technical Specifications:

- Formulation:
Each 5 mL contains 300 mg of Lagundi
- Parameters:
- Physical Description: Dark green to greenish brown homogenous liquid having a distinct odor of Lagundi. The taste is that of strawberry with a characteristic of Lagundi taste.
- pH at 25°C - 2.75 to 3.80
- Viscosity – NLT 35 cps
- Microbial Limit:
 - Total Bacterial Count – NMT 10² cfu/g
 - Molds and Yeast Count – NMT 10² cfu/g
 - E. coli – Must be absent
 - Salmonella spp. – Must be absent
- Packaging – 120ml and 60ml boston round amber glass bottle, plane aluminum cap
Individual box with inside panel
- 24 bottles per case/box
- Labelling – the following are to be included in the label per bottle



- Logo, Name and Address of PITAHC
 - Name of the Product
 - Formulation and Flavour
 - Dosage and Administration
 - Indications (uses for the drug)
 - Manufactured and Expiration Dates
 - Precautions
- Storage Condition – store at temperature not exceeding 30°C
 - Claimed Stability – 36 months
3. Acquire Certificate of Product Registration (CPR) of the product Lagundi Syrup 300 mg/5mL 120mL and 60mL which is Manufactured by for PITAHC-Tacloban
 4. Deliver promptly to PITAHC the required quantity.

IV. IMPLEMENTING ARRANGEMENT

The Office of the Director General and Tacloban Herbal Processing Plant of PITAHC shall be the focal office in this engagement and the highest oversight authority.

ANNABELLE PABIONA DE GUZMAN, MD, FPAFP, MHA, MA Med (UK), CESE
Director General, PITAHC

EVELINA JUABAN, RPh
Plant Manager/Pharmacist VII, Tacloban HPP

V. RESPONSIBILITIES OF PARTIES:

A. Toll Manufacturer –

It shall be the responsible of the Toll manufacturer to:

1. The manufacturer shall allow PITAHC Inspection Team to conduct on site audit of the manufacturing facilities.
2. The manufacturer is responsible in the conduct of analysis of Active Raw Materials, Excipients and all ingredients used in the formulation of the product in accordance with the standard specifications in the Philippine Pharmacopeia;
3. To manufacture the product in accordance with the Technical specifications of PITAHC in labeling and packaging
4. The manufacturer, before delivery of the product, shall submit to PITAHC-Tacloban the Batch Certification, Certificate of Analysis and at least 6 bottles of retention sample of the product for every batch produced as control sample of PITAHC.
5. Shall furnish PITAHC a copy of the Product Dossier submitted to FDA for the Registration before the delivery of the product.
6. Inform PITAHC of any changes in formulation, out of specifications happened in the process of production for PITAHC's approval.
7. Deliver the product to PITAHC-Central Office including the documents required and the retention samples.
8. Allow PITAHC to conduct Manufacturing Audit of the Manufacturing Facilities to the interested manufacturer.
9. Submit sample for retention (6 bottles per batch)

B. Responsibilities of PITAHC-Tacloban:

It shall be the responsibilities of PITAHC-THPP to:

1. Review and renew the License Agreement with the Technology Owner of Lagundi Syrup 300mg/5ml 120ml and 60ml, if necessary.



2. Execute a Manufacturing License Agreement with the manufacturer.
3. Have a valid License to Operate as Drug Trader issued by the FDA.
4. Have proper storage area of the product delivered.
5. Supply quality active raw materials (Lagundi Powder) for production.
6. Conduct audit/inspection of manufacturing facilities of the Toll Manufacturer.
7. Provide a Batch Distribution Records of the product.

VI. OTHER DOCUMENTARY REQUIREMENTS

Qualifications of the Toll Manufacturer

1. Proof of FDA-Licensed Drug Manufacturer and have engaged in the manufacture of Lagundi syrup and other Herbal products.
2. Should have a Current Good Manufacturing Practice (cGMP) Certification from the FDA (to be provided before delivery of products);
3. Certificate of Product Registration within 1 month from the engagement time and the product should have a shelf life of at least 3 years (to be provided before delivery of product)
4. Valid License to Operate
5. Certificate of Analysis (to be provided before delivery of product)
6. Copy of the Product Dossier submitted to FDA for the Registration before the delivery of the product.

VII. TERMS OF PAYMENT

Full payment shall be processed by PITAHC Tacloban upon complete delivery and acceptance of the product.

Payment shall be deducted with applicable withholding tax.

VIII. DURATION OF THE ENGAGEMENT

The project shall cover three months (3) months upon receipt of the signed MLA.

IX. DOCUMENTARY REQUIREMENTS:

1. BIR Certificate of Registration;
2. Income Tax Return for CY 2021;
3. Omnibus Sworn Statement by the prospective manufacturer in the new prescribed form as per GPPB Resolution No.16-2020;
4. Other requirements that may be requested by PITAHC to ensure safety and quality of its products in the manufacturing area.



TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule: **Per Item VIII of the Terms and Conditions**
3. Delivery Site: **Brgy. Bagacay, Tacloban City, Leyte.**
4. Payment Term : **Per Item VII of the Terms and Conditions**
5. Price proposal must be valid for a period of **thirty (30) calendar days** from the date of submission.
6. Price proposal to be denominated in **Philippine Peso**, include all taxes and duties and/or levies payable.
7. Proposals exceeding the ABC shall be automatically rejected.
8. The **award of contract** shall be made to the lowest calculated and responsive proposal which complied with the minimum technical specifications and other terms and conditions stated herein.
9. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or any of his/her duly authorized representative/s.
10. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. PITAHC shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open.



PRICE PROPOSAL FORM

Date: _____

The Bids and Awards Committee

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

Sir/Madam:

After having carefully read and accepted the Terms and Conditions, I/we submit our proposal for the item as follows:

Item Description	Qty	UOM	Total Price (in PhP)	Total Price (VAT inclusive) (in PhP)	Compliance to Technical Specification	
					Yes	No
SERVICES OF TOLL MANUFACTURING FOR LAGUNDI SYRUP 300MG/5ML, 12 ML BOTTLE <u>IN 3 BATCHES (8,333 BOTTLES/BATCH)</u> <i>– Please see Terms and Conditions for the detailed Specifications)</i>	24,999	BOTTLE				
<u>Other Terms and Conditions</u>						

Amount in Words: _____

The above-quoted price is inclusive of **all costs** and applicable taxes.

Very truly yours,

Signature : _____

Printed Name : _____

Date : _____

Company Name : _____

Contact Number : _____

PHILGEPs Registration Number: _____