



INVITATION FOR NEGOTIATED PROCUREMENT – TWO-FAILED BIDDINGS

Date: 05 June 2025

Reference: RFQ CO-25-001TFB

1. The **Philippine Institute of Traditional and Alternative Health Care (PITAHC)** through its **Bids and Awards Committee (BAC)** invites interested bidders to submit a quotation for the **SUPPLY AND DELIVERY OF COCONUT OIL FOR SOAP PRODUCTION FOR THE DAVAO HERBAL PROCESSING PLANT** with the total Approved Budget for the Contract (ABC) amounting to **FOUR MILLION ONE HUNDRED SEVENTY-FOUR THOUSAND EIGHT HUNDRED FORTY-EIGHT PESOS (PHP4,174,848.00) inclusive of all costs, applicable taxes, and service charges:**

Lot No.	Description	Quantity	Unit of Measure	ABC per Lot (in PhP)
1	Oil, Coconut – 16 kg. net weight	1,208	Tin cans/ carboy	4,174,848.00
Total				4,174,848.00

Quotations received in excess of the ABC shall be automatically rejected at the opening.

2. Procurement shall be conducted through **Two-Failed Biddings** under **Section 53.1 - 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 *PITAHC* BAC now invites technically, legally, and financially capable suppliers for the said project. Delivery of the Goods is required based on **Schedule of Requirements**. Bidders should have completed, **within five (5) years from the date of submission and receipt of quotations, a contract similar to the Project:**
 - a. Raw materials used in soap production; and
 - b. 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, **OR** at least **two (2) similar contracts** and the **aggregate contract amounts** should be equivalent to at least 25% of the ABC as required above; and the **largest of these similar contracts** must be equivalent to **at least half of the 25% of the ABC** as required above.
4. The *PITAHC* will hold a Negotiation on **11 June 2025, 1:30 PM** through our office address: **PITAHC Building, Matapang Street, East Avenue Medical Center Compound, Barangay Central, Quezon City** and/or through **Zoom teleconferencing**, which shall be open only to those prospective bidders who coordinated and confirmed their attendance to participate to the said Negotiation.
5. The quotation 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 bac@pitahc.gov.ph. The quotation shall be received until **16 June 2025, 12:00 NN**.
6. The bidder must submit a copy of the following documents, together with the quotation, to ensure that the said bidder is technically, legally, and financially capable to undertake the proposed project:
 - a. Technical Component (Please see Checklist of Requirement)
 - b. Financial Component (Please see Checklist of Requirement)
 - c. Latest Annual Income Tax Returns for the Year filed and paid through the BIR Electronic Filing and Payment System (eFPS) **or** Latest Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS)
 - d. Valid Mayor's Permit 2024/2025
 - e. SEC/DTI Certificate, if applicable





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- f. Tax Clearance
 - g. Audited Financial Statement with Filing Reference Number (FRN) or Tax Returns Receipt Confirmation (TRRC) as proof of submission to the BIR. Companies which filed their AFS through the BIR eAFS system, shall attach the system generated Transaction Reference Number (TRN) / Confirmation Receipt issued by the BIR, in lieu of the manual "Received", per Memorandum Circular No. 1 s. 2025 (MC No. 1, s. 2025) of Securities and Exchange Commission (SEC)
 - h. Supporting documents for the SLCC:
 - i. Notice of Award **OR** Purchase Order; and
 - ii. Sales Invoice **OR** Certificate of Completion
 - i. General Information Sheet (GIS), in case of corporation.
7. 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 quotations, or declare a failure of 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.
 8. Prospective Bidders may obtain further information from *PITAHC* and inspect the Request for Quotation at the address given below during **8:00 AM to 5:00 PM, Mondays to Fridays** except during weekend and declared Holidays and suspension of work.
 9. Quotation must be duly received by the BAC Secretariat through manual submission (**One (1) original and one (1) copy 1**) at the office address indicated below and/or online or electronic submission (**properly compressed password protected archived folders**) as indicated below on or before **16 June 2025, 12NN**. Late quotation shall not be accepted.
 10. Quotation Opening shall be on **16 June 2025, 1:30PM** at the given address below and/or via *Zoom Teleconferencing*. Quotation will be opened in the presence of the bidders' representatives who choose to attend the activity.
 11. PITAHC reserves the right to reject any and all quotations, 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:

MR. RODELIO D. MENDEZ JR.
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: bac@pita hc.gov.ph
 13. You may visit the following websites:
For downloading of Request for Quotation: <https://pita hc.gov.ph/category/invitation-to-bid/>
For online quotation submission: bac@pita hc.gov.ph

06 June 2025


ATTY. KEENTH N. ALMEÑE
Chairperson, PITAHC BAC 



OTHER TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule: **Refer to the Schedule of Requirements**
3. Delivery Site: **PITAHC Davao J. P. Laurel Avenue, Davao City, Davao Del Sur**
4. **Payment Term: Full payment, thirty (30) calendar days upon inspection and acceptance of delivered goods**
5. Quotation must be valid for a period of **thirty (30) calendar days** from the date of submission.
6. Quotation to be denominated in **Philippine Peso (PhP)**, include all taxes and duties and/or levies payable.
7. Quotation exceeding the ABC shall be automatically rejected.
8. The **award of contract** shall be made to the single or lowest calculated and responsive quotation, 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.



SCHEDULE OF REQUIREMENTS

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

LOT NUMBER	DESCRIPTION	QUANTITY	UOM	DELIVERED, WEEKS/MONTHS
1	Oil, Coconut – 16 kg. net weight	1,208	Tin cans/ carboy	Full delivery within thirty (30) calendar days upon receipt of NTP

Delivery Site:

PITAHC Davao J. P. Laurel Avenue, Davao City, Davao Del Sur

Conforme:

Name of the Authorized Representative Name of Company Date
And signature



Technical Specifications

Technical Specifications	Compliance to Technical Specification (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
SUPPLY AND DELIVERY OF COCONUT OIL FOR SOAP PRODUCTION FOR DAVAO HERBAL PROCESSING PLANT (DHPP)			
LOT 1 – OIL, COCONUT	Yes ()	No ()	
QTY: 1,208 TIN CANS/CARBOY	Yes ()	No ()	
REFINED	Yes ()	No ()	
BLEACHED	Yes ()	No ()	
DEODORIZED	Yes ()	No ()	
WITH CERTIFICATE OF ANALYSIS (PHYSICO CHEMICAL ANALYSIS UPON DELIVERY)	Yes ()	No ()	
PACKAGING: TIN CANS/CARBOY – 16 KILOGRAM NET WEIGHT	Yes ()	No ()	

Conforme:

Name of the Authorized Representative
And Signature

Name of Company

Date



Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

Technical Documents

- ☐ (b) 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**
- ☐ (c) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (d) 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.

Financial Documents

- ☐ (e) 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

- ☐ (f) 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

- ☐ (g) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (h) Original of duly signed and accomplished Price Schedule(s).

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.
- ☐ (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.



(Annex "A")

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

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

AFFIDAVIT

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

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have 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 the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the 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. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **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. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards



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Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging 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. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
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.

*[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]



(Annex "B")

***Bid Form for the Procurement of Goods
[shall be submitted with the Bid]***

BID FORM

Date : _____

Project Identification No. RFQ CO-25-001(Two-Failed Biddings)

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to **SUPPLY AND DELIVERY OF COCONUT OIL FOR SOAP PRODUCTION FOR THE DAVAO HERBAL PROCESSING PLANT** in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the 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:

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

[Insert this paragraph 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:

Name and address of agent	Amount and 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 *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

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.



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Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____



(Annex "C")

Price Schedule for Goods Offered from Within the Philippines
[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ____ of ____

1	2	3	4	5	6	7	8	9	10
Lot	Descripti on	Country of origin	Quantit y	Unit price EXW per item	Transportati on and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded , per item	Cost of Incidenta l Services, if applicabl e, per item	Total Price, per unit (col 5+6+7 +8)	Total Price delivered Final Destinatio n (col 9) x (col 4)
1	Oil, Coconut								
2	Peppermi nt Oil, 1L								
3	Sodium Hydroxid e (Caustic Soda) 25kgs								

Name: _____

Legal Capacity: _____

Signature: _____

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



(Annex "D")

**STATEMENT OF THE BIDDER'S SINGLE LARGEST COMPLETED/AGGREGATE
CONTRACT/S (SLCC/ACs) SIMILAR TO THE CONTRACT TO BE BID**

NAME OF THE CLIENT	NAME OF THE CONTRACT	KIND OF GOODS	AMOUNT OF CONTRACT	DATE OF CONTRACT	DATE OF COMPLETION	CONTRACT INFORMATION

Conforme:

Name of the Authorized Representative
And Signature

Name of Company

Date



(Annex "E")

BIDDER'S COMPUTATION OF NET FINANCIAL CONTRACTING CAPACITY (NFCC)

		AMOUNT (PHP)
1	TOTAL ASSETS	
2	CURRENT ASSETS	
3	TOTAL LIABILITIES	
4	CURRENT LIABILITIES	
	NET WORTH (1-3)	
	NET WORKING CAPITAL (2-4)	
	VALUE OF ALL OUTSTANDING OR UNCOMPLETED PORTIONS OF THE PROJECTS UNDER ONGOING CONTRACTS, INCLUDING AWARDED CONTRACTS YET TO BE STARTED	
	NET FINANCIAL CONTRACTING CAPACITY (NFCC)	

The computation of a bidder's NFCC must be at least equal to the ABC to be bid, calculated as follows:

$NFCC = [(Current\ assets\ minus\ current\ liabilities)\ (15)]$ minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR

Conforme:

Name of the Authorized Representative
And Signature

Name of Company

Date