



Republic of the Philippines  
Province of Cebu  
Municipality of San Francisco  
**OFFICE OF THE BIDS AND AWARDS COMMITTEE**  
San Francisco, Cebu

## INVITATION TO BID

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### INVITATION TO SUBMIT PROPOSALS FOR THE PROCUREMENT OF DRUGS AND MEDICINES SUPPLIES FOR THE PHARMACY OF RURAL HEALTH OFFICE.

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Notice is hereby given that the articles listed at the back hereof will be submitted for public bidding at the Mayor's Office, Municipality of San Francisco, Province of Cebu on **May 08, 2024, at 2:00 P.M.** in the **BAC Office Building, Municipality of San Francisco, Cebu.**

Eligible bidders shall submit their bids through their authorized managing officer or their duly authorized representative using this official form including its annexes on or before **May 08, 2024, at 2:00 P.M.** in three (3) separate sealed envelopes, the first containing the technical component of the bid **with the expression of interest** and the second containing the financial component of the bid, with the name of the contract to be bid and the name of the bidder in capital letters, addressed to the BAC. Bidders shall mark two envelopes; "DO NOT OPEN BEFORE (date, time, and opening of bids)." Both envelopes shall then be sealed in an outer envelope, which shall be addressed to the BAC and shall be marked as specified.

Bids submitted after the **May 08, 2024, deadline, at 2:00 P.M.** shall not be accepted.

Bidders may modify their bids, provided that this is done before the deadline for the submission and receipt of bids. A bidder who modifies its bid shall not be allowed to retrieve its original, but shall only be allowed to send another bid equally sealed, properly identified, linked to its original bid marked as a "**Modification**" thereof, and stamped "**received**" by the BAC. Bid modification received after the applicable deadline shall not be considered and shall be returned to the bidder unopened.

Bidders may withdraw their bids before the deadline for the receipt of bids through a letter. Withdrawal of bids after the applicable deadline shall be subject to appropriate sanctions as prescribed in IRR-A. A bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract. A bidder may also express its intention not to participate in the bidding through a letter, which should reach and be stamped and received by the BAC before the deadline for the receipt of bids.

Each bid must be accompanied by a Bid Security in Cash, Certified Check, Cashier's Check, or Manager's Check, in the amount in **PESOS** equivalent to two percent (2%) of the approved budget for the contract to be bid as a guarantee that the successful bidder shall, within ten (10) Calendar Days, from receipt of the NOTICE OF AWARD, enter into a contract with the Municipality of San Francisco, Cebu. No Bid Securities shall be returned to bidders after the opening of bids and before contract signing, except to those that failed to comply with any of the requirements to be submitted in the first envelope of the bid, as provided in IRR-A. It shall be returned only after the bidder with the lowest calculated responsive bid has signed the contract and furnished the Performance Security, also in Cash, Certified Check, Cashier's Check, Manager's Check, Bank Draft, or irrevocable letter of credit in the amount equivalent to five percent (5%) of the total contract price, or in the form of a bank guarantee equivalent to thirty percent (30%) of the total contract price to guarantee the faithful performance by the winning bidder of its obligation under the contract prepared in accordance with the bidding documents and co-terminus with the final completion of the contract. The performance security shall be forfeited in favor of the Municipality of San Francisco, Cebu in the event it is established that the winning bidder is in default in any of its obligations under the contract. Performance Security may be released after the issuance of the Certificate of Acceptance.

Upon the winning bidder's failure to make delivery, when due, the supplier shall be liable for damages for the delay and shall pay liquidated damages, not by way of penalty, an amount equal to **one-tenth (1/10) of one percent (1%)** of the cost delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted. Such an amount shall be deducted from whichever is convenient to the Municipality of San Francisco, Cebu. In no case shall the total sum of liquidated damages exceed fifteen percent (15%) of the total contract price, and in either case, the government shall automatically rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

It is requested that the bidder or his/her authorized representative be present to witness the opening of the bid. However, all bids received on time will be opened with or without the presence of the bidder or his/her duly authorized representative.

The Municipality of San Francisco, Cebu reserves the right to reject any and all bids to waive any defect or informality of the bid proposals received to accept the offer it deems most advantageous to the government.

All terms and conditions in this advertisement and all terms, conditions, specifications, exceptions, quotations, and remarks on the bid shall constitute a part and parcel of the contract or Purchase Order for supplies.

SEE ARTICLES FOR QUOTATIONS  
AT THE BACK

Very truly yours,

  
ENGR. RICHARD V. MANINGO  
Chairperson

Advertisement No.:	<b>125-2024</b>	To Be Opened On:	<b>May 08, 2024</b>
Reference No.:		Opening of Bids Time:	<b>2:00 PM</b>
ALOBS No.:		Purchase Request No.:	<b>24-04-227</b>
Date:		Purchase Request Date:	<b>April 17, 2024</b>

Allocated Budget for the Contract (ABC) Php	<b>589,615.00</b>
Source of Funds:	

**PURPOSE:**

**PROCUREMENT OF DRUGS AND MEDICINES SUPPLIES FOR THE PHARMACY OF RURAL HEALTH OFFICE.**

ITEM NO.	ITEM & DESCRIPTION	UNIT OF MEASURE	QUANTITY	UNIT PRICE	TOTAL PRICE
	MENTAL HEALTH MEDICINES				
1	Sertraline 50mg	Tab	500		
	DRUG AND MEDICINES SUPPLIES				
2	Ascorbic Acid + Zinc 500mg/50mg	Tab	10,000		
3	Gentian Violet	Liter	10		
4	Bisoprolol 5mg	Tab	100		
5	Povidone Iodine	Gal	1		
6	Melatonin 3mg	Tab	100		
7	Dextromethorpan Hbr 10mg/5ml x 60ml	Bott	200		
8	Amoxicillin 100mg/ml drops	Bott	50		
9	Amoxicillin 125mg/5ml x 60ml	Bott	100		
10	Cotrimoxazole 200mg/40mg/5ml	Bott	50		
11	Cefalexin 250mg/5ml susp.	Bott	50		
12	Multivitamins syrup	Bott	50		
13	Cetirizine 2.5mg/ml syrup	Bott	50		
14	Ibuprofen 200mg/5ml x 60ml	Bott	50		
15	Oral Rehydration Salt 4.1g	Box	2		
	FAMILY PLANNING				
16	Progestin only pill	Box	303		
17	Combined Oral Contraceptive Pill	Box	476		
18	Condom	Pack	1175		
19	DMPA Contraceptive Injection	Vial	243		
	SENIOR CITIZENS AND PWD MEDICINES				
20	Ascorbic Acid with Zinc	Box	180		
21	Multivitamins with Minerals	Box	180		
22	Ibuprofen 2mg/5ml bott	Bott	70		
	<b>TOTAL</b>				

**NOTE:**

1. "Pass/fail" criteria to determine the eligibility of prospective bidders shall be used. As such, non-submission of the requested eligibility requirements will result in the disqualification of bidders.
2. Bidders are required to put their respective Bidder's Bond either in CASH, CERTIFIED CHECK, CASHIER'S CHECK, or MANAGER'S CHECK, at 2% of the approved Budget for the contract to be bid. CHECK should be addressed to the Municipal Treasurer of San Francisco, Cebu. A bid proposal with no Bidder's Bond will be disqualified automatically.
3. Bidding Documents may be purchased by interested Bidders from the BAC Office upon payment of the nonrefundable fee in the amount of 0.28% of the Approved Budget of the Contract (ABC). Bidding Documents shall be received personally by the prospective bidder or his/her authorized representative.

**CERTIFICATION:**

**THIS IS TO CERTIFY** that the herein-quoted items are available.

\_\_\_\_\_  
(Name of Company)

\_\_\_\_\_  
(Signature of Bidder/Representative over printed name)

Requirements:

1. Expression of Interest (for inclusion in **Envelope A**)
2. Approved Mayor's Permit **2024 of San Francisco, Cebu**
3. 5% VAT and 1% Percentage Tax to be deducted upon payment
4. DTI Business name registration or SEC registration Certificate
5. TIN and VAT Registration
6. ITR for the preceding calendar year
7. Bidder's Bond of 2% of the ABC
9. Certificate of PhilGEPS Registration.

Please observe the following BAC activities and the corresponding schedules, to wit:

1. Pre-bid Conference:		Time:	
2. Receipts and Opening of Bids:	<b>May 08, 2024</b>	Time:	<b>2:00 PM</b>

**ELIGIBILITY REQUIREMENTS/DOCUMENTS TO BE SUBMITTED IN A CERTIFIED TRUE COPY**

(Note: The prospective bidder or its duly authorized representative shall certify under oath that each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy, or a true and faithful reproduction or copy of the original, complete and that all statements and information provided therein are true and correct.

I Class "A" Documents

A. Legal Documents

1. SEC Registration Certificate or DTI Business Name Registration
2. Articles of Incorporation
3. Valid and Current Business Permit
4. Taxpayer's Identification Number and VAT Registration
5. Statement that the prospective bidder is not "**blacklisted**" or barred from bidding by the government or any agency
6. List of Clients
7. Company Profile
8. Income Tax Return for the preceding calendar year
9. Authority of Company Representative

B. Technical Documents

1. Statement of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any (see attached Annex "A")
2. Statement whether the prospective bidder is a manufacturer, supplier or distributor
3. Sworn statement that the bidder is not related to the head of the procuring agency nor to the BAC members and the BAC Secretariat/TWG Members by consanguinity or affinity up to the third civil degree (Rule VX)

C. Financial Documents

1. Audited Financial Statements, stamped "**received**" by the BIR or its duly accredited and authorized institutions, for the immediately preceding calendar year, showing, among others, the bidder's total current assets and liabilities; and
2. Copy of the computation of the Net Financial Contracting Capacity (NFCC) or a commitment from a licensed bank to extend to it a credit line if awarded the contract to be bid, or a cash deposit certificate in an amount at least equal to ten percent (10%) of the approved budget for the contract to be bid.

NFCC Computation

**NFCC** = [(Current assets minus current liabilities) (K)] minus the value of all outstanding projects under ongoing contracts, including awarded contracts yet to be started.

Where:

**K** = 10 for a contract duration of one year or less, 15 for a contract duration of more than one (1) year up to two (2) years, and 20 for a contract duration of more than two (2) years.

II Class "B" Documents

1. Valid joint venture agreement, in case of a joint venture
2. Letter authorizing the BAC or its duly authorized representative/s to verify any or all of the documents submitted for the eligibility check

Note: Eligibility requirements/documents shall be submitted to the BAC in sealed ELIGIBILITY ENVELOPE duly marked as such together with the Technical and Financial Envelopes on the schedule listed above and shall be opened on the same date to determine the eligibility of each of the prospective bidders.

**SUBMISSION AND RECEIPT OF BIDS**

I Contents of the **First Envelope** (Technical Proposal)

1. Expression of Interest
1. Bid Security
2. Authority of the Signatory
3. Production/Delivery Schedule
4. Manpower requirements
5. After-sales less service, if applicable
6. Technical Specifications

II Contents of the **Second Envelope** (Financial Proposal)

1. Bid prices in the prescribed Bid form; and
2. The recurring and maintenance costs, if applicable

**NOTE: LOT PRICE**

*\*Other Information: Suppliers/bidders must download the attached documents in the associated component section.*

**PURCHASE REQUEST**

San Francisco, Cebu


LGU

Department: RHU SAN FRANCISCO  
Section: \_\_\_\_\_

PR No.: 24-04-227 Date: APR 17 2024  
SAI No.: \_\_\_\_\_ Date: \_\_\_\_\_  
ALOBS No.: \_\_\_\_\_ Date: \_\_\_\_\_

Quantity	Unit of Issue	Item Description	Stock No.	Estimated Unit Cost	Estimated Total Cost
<b>MENTAL HEALTH MEDICINES</b>					
500	tab	Sertraline 50mg	1	65.00	32,500.00
<b>DRUG AND MEDICINES SUPPLIES</b>					
10,000	tab	Ascorbic Acid + Zinc 500mg/50mg	2	4.50	45,000.00
10	liter	Gentian Violet	3	350.00	3,500.00
100	tab	Bisoprolol 5mg	4	55.00	5,500.00
1	gal	Povidone Iodine	5	1,950.00	1,950.00
100	tab	Melatonin 3mg	6	35.00	3,500.00
200	bott	Dextromethorpan Hbr 10mg/5ml x 60ml	7	180.00	36,000.00
50	bott	Amoxicillin 100mg/ml drops	8	60.00	3,000.00
100	bott	Amoxicillin 125mg/5ml x 60ml	9	60.00	6,000.00
50	bott	Cotrimoxazole 200mg/40mg/5ml	10	75.00	3,750.00
50	bott	Cefalexin 250mg/5ml susp.	11	70.00	3,500.00
50	bott	Multivitamins syrup	12	65.00	3,250.00
50	bott	Cetirizine 2.5mg/ml syrup	13	60.00	3,000.00
50	bott	Ibuprofen 200mg/5ml x 60ml	14	75.00	3,750.00
2	box	Oral Rehydration Salt 4.1g	15	250.00	500.00
					<b>122,200.00</b>
<b>FAMILY PLANNING</b>					
303	box	Progestin only pill	16	165.00	49,995.00
476	box	Combined Oral Contraceptive Pill	17	105.00	49,980.00
1175	pack	Condom	18	85.00	99,875.00
243	vial	DMPA Contraceptive Injection	19	205.00	49,815.00
					<b>249,665.00</b>
<b>SENIOR CITIZENS AND PWD MEDICINES</b>					
180	box	Ascorbic Acid with Zinc	20	450.00	81,000.00
180	box	Multivitamins with Minerals	21	550.00	99,000.00
70	bott	Ibuprofen 2mg/5ml bott	22	75.00	5,250.00
					<b>185,250.00</b>
				<b>TOTAL ..... =</b>	<b>589,615.00</b>


ok as to Appropriation:

  
**NAIDA S. ARQUILLANO**  
Municipal Budget Officer

Purpose: For Drugs & Medicines Supplies GMJ (Person & Senior & PWD)

Requested by:

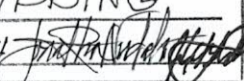
Approved by:

  
**EMMANUEL L. ALMADIN, M.D.**  
Printed Name & Signature  
MHO  
Designation

  
**ALFREDO A. ARQUILLANO JR.**  
Printed Name & Signature  
Municipal Mayor  
Designation

MUNICIPALITY OF SAN FRANCISCO, CEBU

**B-PASSED-C**

OK AS TO: BIDDING  
Date: 04-17-24 



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 10775455  
**Procuring Entity** MUNICIPALITY OF SAN FRANCISCO, CEBU  
**Title** PROCUREMENT OF DRUGS AND MEDICINES SUPPLIES FOR THE PHARMACY OF RURAL HEALTH OFFICE  
**Area of Delivery** Cebu

<b>Solicitation Number:</b> 125-2024	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b> Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b> Goods	<b>Document Request List</b>	2
<b>Category:</b> Drugs and Medicines	<b>Date Published</b>	20/04/2024
<b>Approved Budget for the Contract:</b> PHP 589,615.00	<b>Last Updated / Time</b>	20/04/2024 00:00 AM
<b>Delivery Period:</b> 7 Day/s	<b>Closing Date / Time</b>	08/05/2024 14:00 PM
<b>Client Agency:</b>		
<b>Contact Person:</b> Zenaida M Formentera BAC Member San Francisco San Francisco Cebu Philippines 6050 63-032-3164657 63-30-2291365 sanfrancamotes@yahoo.com.ph		

#### Description

MENTAL HEALTH MEDICINES  
 1 Sertraline 50mg Tab 500  
 DRUG AND MEDICINES SUPPLIES  
 2 Ascorbic Acid + Zinc 500mg/50mg Tab 10,000  
 3 Gentian Violet Liter 10  
 4 Bisoprolol 5mg Tab 100  
 5 Povidone Iodine Gal 1  
 6 Melatonin 3mg Tab 100  
 7 Dextromethorpan Hbr 10mg/5ml x 60ml Bott 200  
 8 Amoxicillin 100mg/ml drops Bott 50  
 9 Amoxicillin 125mg/5ml x 60ml Bott 100  
 10 Cotrimoxazole 200mg/40mg/5ml Bott 50  
 11 Cefalexin 250mg/5ml susp. Bott 50  
 12 Multivitamins syrup Bott 50  
 13 Cetirizine 2.5mg/ml syrup Bott 50  
 14 Ibuprofen 200mg/5ml x 60ml Bott 50  
 15 Oral Rehydration Salt 4.1g Box 2  
 FAMILY PLANNING  
 16 Progestin only pill Box 303  
 17 Combined Oral Contraceptive Pill Box 476  
 18 Condom Pack 1175  
 19 DMPA Contraceptive Injection Vial 243  
 SENIOR CITIZENS AND PWD MEDICINES  
 20 Ascorbic Acid with Zinc Box 180  
 21 Multivitamins with Minerals Box 180  
 22 Ibuprofen 2mg/5ml bott Bott 70

#### Other Information

Supplier/Bidders must download the attached documents in the associated component section.

**Created by** Zenaida M Formentera  
**Date Created** 19/04/2024

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