



PHILIPPINE INTERNATIONAL TRADING CORPORATION

5/F NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

Request for Quotation

Reference No. GPG-EP-2020-018

(EMERGENCY PROCUREMENT)

SUPPLY AND DELIVERY OF FIFTY-TWO THOUSAND FIVE HUNDRED (52,500) PIECES BRAND NEW HEAD COVER FOR THE DEPARTMENT OF HEALTH (DOH)

The Philippine International Trading Corporation (PITC) and the Department of Health (DOH) intend to apply the sum of PESOS: THREE HUNDRED SIXTY SEVEN THOUSAND FIVE HUNDRED AND 00/100 (P367,500.00) being the Approved Budget for the Contract (ABC) to payment under the contract for the SUPPLY AND DELIVERY OF FIFTY-TWO THOUSAND FIVE HUNDRED (52,500) UNITS BRAND NEW GOWN FOR THE DEPARTMENT OF HEALTH (DOH), more particularly described as follows:

Item Description	Qty.	Approved Budget for the Contract (Php) (VAT Inclusive)	
		Unit Price	Total Price
Brand New Head Cover	52,500 pcs.	7.00	367,500.00

In view of this, may we request Suppliers to submit quotation with the following requirements, terms and conditions for compliance:

For submission:

1. Minimum Eligibility Requirements:

- DTI or SEC Registration;
- Business/Mayor's Permit for 2020 issued by the city or municipality where the principal place of business of the prospective supplier is located or equivalent;
- Latest Business/Income Tax Return.

2. Technical Requirements:

- Product Brochure / Technical Data Sheet and Instructions to use in Hard Copies (English Language) of the item being offered **showing compliance** to the technical specifications.
- For Manufacturers:** Certification that the manufacturer has been in the business of manufacturing the item being offered;

OR

For Local Distributors / Dealers: Copy of Valid and Current Certificate of Distributorship / Dealership issued by the principal manufacturer authorizing the bidder to sell/distribute the item.

Note: If not directly issued by the manufacturer to the bidder, bidder must submit the certificate of distributorship / dealership that will link bidder to the manufacturer.



- c. Bidder's valid and current License to Operate (LTO) as a Medical Device Importer / Distributor issued by the Philippine Food and Drug Administration (PFDA). Provided, that the application for renewal was made timely as per PFDA Circular No. 2011-004

In case of expired LTO, the following copies shall be submitted:

- (i) Expired LTO
 - (ii) Application for renewal; and
 - (iii) Official Receipt as proof of payment of renewal of LTO
- d. Completely filled out PITC Technical Quotation Forms, **Annex I**;
- e. Omnibus Sworn Statement, **Annex II**;
- i. Authority of the designated representative with corresponding proof of authorization;
 - ii. Non-inclusion in blacklist or under suspension status;
 - iii. Authenticity of Submitted Documents;
 - iv. Authority to validate Submitted Documents;
 - v. Disclosure of Relations;
 - vi. Compliance with existing labor laws and standards;
 - vii. Bidders Responsibilities;
 - viii. Did not pay any form of consideration.

3. Financial Requirements:

- a. Completely filled out PITC Financial Quotation Forms - Supplier's price proposal must not be more than the ceiling price per item and must be inclusive of VAT, **Annex III**.
- b. Price must be valid for One Hundred Twenty (120) calendar days upon submission of quotation.

Should your company be interested, you may personally submit your **open quotation** on or before **Wednesday, 04 March 2020** not later than **4:00pm** at the 5th Floor, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City, or thru email at eleaelima@pitc.gov.ph or kat.alba@pitc.gov.ph or thru fax at 8818-9801 loc. 499. For further queries, you may call at Tel. No. 8818-9801 local 433 or 309 and look for **Ms. Elena E. Romero** or **Ms. Katrina B. Alba**.

Thank you.



Christabelle P. Ebriega
CHRISTABELLE P. EBRIEGA
BAC I – Chairperson

Maria Gudelia C. Guese
ATTY. MARIA GUEDELIA C. GUESE
BAC I – Vice Chairperson

Myra T. Alvarez
MYRA T. ALVAREZ
BAC I – Member

DAVID A. INOCENCIO
BAC I – Member

Joel S. Rodriguez
JOEL S. RODRIGUEZ
BAC I – Member

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation for the Supply and Delivery of Fifty-Two Thousand Five Hundred (52,500) Pieces Brand New Head Cover for the Department of Health (DOH).

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation of Company Authorized Representative (in print)

Contact Details (Tel. No. , Fax No. & Email Address)

Date



PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER.

Annex I

Page 1 of 3

**PHILIPPINE INTERNATIONAL TRADING CORPORATION
TECHNICAL QUOTATION FORM**

**SUPPLY AND DELIVERY OF FIFTY-TWO THOUSAND FIVE HUNDRED (52,500)
PIECES BRAND NEW HEAD COVER FOR THE DEPARTMENT OF HEALTH (DOH)**

Reference No. GPG-EP-2020-018

EMERGENCY PROCUREMENT

PHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATION

INSTRUCTIONS TO THE SUPPLIER: Indicate "COMPLY" if Supplier's Statement of Compliance meets the technical specifications as indicated. Do not leave any blank. A "YES" or "NO" entry will not be accepted. Failure to comply will result to rejection of the Supplier's proposal.

Line No.	TECHNICAL SPECIFICATIONS	Supplier's Statement of Compliance
1)	FIFTY-TWO THOUSAND FIVE HUNDRED (52,500) UNITS BRAND NEW HEAD COVER	
a.	Disposable	
b.	Non-Woven	
c.	Polypropylene	
d.	Double Stitched	
e.	Elastic Band	

REQUIREMENTS IF AWARDED THE CONTRACT

2)	Delivery Period: Within fifteen (15) calendar days upon receipt of Notice to Proceed (NTP).	
3)	Delivery Place: Department of Health – Central Office Warehouse	

I/We, the undersigned Manufacturer/Supplier, having examined the Technical Documents for this project hereby OFFER to (supply/deliver/perform) the herein described items.

I/We undertake, if our proposal is accepted, to deliver the items in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal Contract is prepared and signed, this proposal is binding on us.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date



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Line No.	REQUIREMENTS IF AWARDED THE CONTRACT	Supplier's Statement of Compliance
4)	Delivery Conditions: <ul style="list-style-type: none"> All deliveries must be done in the presence of Inspection Team consisting of one (1) PITC representative and one (1) authorized representative of the DOH-CO During delivery, the Supplier shall be responsible in unloading the items from the container/truck to the designated delivery center. In the absence of materials handling equipment at the site, the Supplier at his expense shall provide the necessary equipment such as but not limited to: forklifts, hand pallet truck, etc. All costs during the delivery, handling, including transportation and other related expenses shall be borne by the Supplier. 	
5)	Shelf-Life: 24 – 36 months upon delivery	
6)	Packaging: Standard Packaging of the manufacturer	
7)	Labelling Instruction: Each corrugated carton, the following shall be imprinted or stickered with non-removable or permanent sticker or label that is binding, and with residue and tearing, if removed: Philippine Government Property-Department of Health – NOT FOR SALE Date of Manufacture: _____ Date of Expiry: _____	

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Line No.	REQUIREMENTS IF AWARDED THE CONTRACT	Supplier's Statement of Compliance
8)	Sample of Supplier's Sales Invoice duly registered with the Bureau of Internal Revenue (BIR)	
9)	Acceptance Parameters: The items shall be subjected to visual inspection as to quantity.	
10)	Valid and current PhilGEPS Registration	
11)	Valid and current Tax Clearance	
12)	As one of documentary requirements for payment (as applicable), submit certified true copies of pertinent tax receipts and duties paid on the imported parts/equipment pursuant to COA Memo No. 90-684 dated Dec. 5, 1990/Administrative Order No. 200 dated November 20, 1990. For locally purchased materials, the BIR registered sales invoice of the seller is acceptable.	

I/We, the undersigned Manufacturer/Supplier, having examined the Technical Documents for this project hereby OFFER to (supply/deliver/perform) the herein described items.

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Date



SUPPLY AND DELIVERY OF FIFTY-TWO THOUSAND FIVE HUNDRED (52,500) PIECES BRAND NEW HEAD COVER FOR THE DEPARTMENT OF HEALTH (DOH)

Reference No. GPG-EP-2020-018

Approved Budget for the Contract: ₱367,500.00

OMNIBUS SWORN STATEMENTS

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

AFFIDAVIT

I/We, _____, of legal age, with residence at _____, after having been duly sworn to in accordance with law do hereby certify under oath as follows:

(a)

AUTHORITY OF THE DESIGNATED REPRESENTATIVE
(Please check appropriate box and fill up blanks)

Sole Proprietorship

That I am the sole proprietor of <company name/name of supplier> with business address at _____, Telephone No. _____, with Fax No. _____ and e-mail address _____ and as owner and sole proprietor, I have the full power and authority to do, execute and perform any and all acts necessary to represent it in the shopping/small value procurement.

Name: _____
Title: _____
Specimen Signature: _____

- OR -

That I am the duly authorized representative of the owner/sole proprietor of company name/name of supplier with business address at _____, Telephone No. _____, with Fax No. _____ and e-mail address _____ as shown in the attached Special Power of Attorney, and granted full power and authority to do, execute and perform any and all acts necessary to represent it in the shopping/small value procurement.

Name: _____
Title: _____
Specimen Signature: _____

Note: Please attach a Special Power of Attorney, if not the Sole Proprietor/Owner.



Corporation, Partnership, Cooperative

That I/we am/are the duly authorized representative/s of company name, located at _____, with Telephone No. _____, Fax No. _____ and e-mail address, _____, as shown in the attached Secretary's Certificate issued by the corporation or the members of the joint venture, and granted full power and authority to execute and perform any and all acts necessary and/or to represent our company, including signing all documents and other related documents such as the contracts:

1) Name: _____ 2) Name: _____
Title: _____ Title: _____
Specimen Signature: _____ Specimen Signature: _____

Note: Please attach duly executed Secretary's Certificate.

(b)

NON-INCLUSION IN THE BLACKLIST NOR UNDER SUSPENSION STATUS BY ANY AGENCY OR GOVERNMENT INSTRUMENTALITY

That the firm I/we represent is not blacklisted or barred/suspended from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financial institution whose blacklisting rules have been recognized by the Government Procurement Policy Board.

(c)

AUTHENTICITY OF SUBMITTED DOCUMENTS

That each of the documents submitted by our company in satisfaction of the requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

(d)

AUTHORITY TO VALIDATE SUBMITTED DOCUMENTS

The undersigned duly authorized representative of the Applicant, for and in behalf of the Applicant, hereby Authorizes the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted.

(e)

DISCLOSURE OF RELATIONS

That for and in behalf of the Bidder, I/we hereby declare that the sole proprietor or proprietress/all officers and members of the partnership or cooperative/all officers, directors, and controlling stockholders of the corporation/all partners and members of the Joint Venture are not related by consanguinity or affinity up to the third civil degree with the **Head of the Procuring Entity**, members of the **Board of Directors**, the **President**, **Officers** or **Employees** having direct access to information that may substantially affect the result of the bidding such as, but not limited to, the **members of the PITC BAC**, the **members of the TWG of PITC**, the **PITC BAC Secretariat**, the **head of the end-user unit**, and the **project consultants**. It is fully understood that the existence of the aforesaid relation by consanguinity or affinity of the Bidder with the aforementioned Officers of the Corporation shall automatically disqualify the Bid.



(f)

COMPLIANCE WITH EXISTING LABOR LAWS AND STANDARDS

That our company diligently abides and complies with existing labor laws and standards.

(g)

BIDDER'S RESPONSIBILITIES

1. That I/we have taken steps to carefully examine all of the bidding documents;
2. That I/we acknowledge all conditions, local or otherwise affecting the implementation of the contract;
3. That I/we made an estimate of the facilities available and needed for the contract to be bid, if any;
4. That the submission of all bidding requirements shall be regarded as acceptance of all conditions of bidding and all requirements of authorities responsible for certifying compliance of the contract;
5. That I have complied with our responsibility as provided for in the bidding documents and all its attachments;
6. That failure to observe any of the above responsibilities shall be at my own risk; and
7. That I agree to be bound by the terms and conditions stated in the Conditions of the Contract for this project.

(h)

DID NOT PAY ANY FORM OF CONSIDERATION

That I/we 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 project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 2020
at _____, Philippines.

**Bidder's Authorized Representative
Signature over Printed Name**

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of _____ at _____, Philippines. Affiant exhibited to me his/her competent Evidence of Identity (as defined by the 2004 Rules on Notarial Practice) _____ issued _____ at _____, Philippines.

Doc. No. _____
Page No. _____
Book No. _____
Series of 2020

*mgcg/rev/07-11-2016



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Annex III

**PHILIPPINE INTERNATIONAL TRADING CORPORATION
FINANCIAL QUOTATION FORM**

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EMERGENCY PROCUREMENT

PRICE MUST BE INCLUSIVE OF VAT

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NOTE: Supplier's price proposal/quotation must not exceed the ABC/Ceiling Price per item. The Supplier shall shoulder all transportation costs and bears all risk until the goods have been delivered to the site.

Description	Qty.	ABC (PhP)		Supplier's Price Proposal (Php)	
		Unit Price	Total Price	Unit Price	Total Price
Brand New Head Cover	52,500 pcs	7.00	367,500.00		

Amount in Words:

Note:

- I. Price must be valid for One Hundred Twenty (120) days upon submission of quotation;
- II. The Supplier shall shoulder all transportation costs and bears all risk until the goods have been delivered to the site. If delivery is outside Metro Manila, all expenses (airfare, hotel accommodation, per diem, etc.) relative to delivery shall be borne by the Supplier.
- III. Payment to Supplier of the Contract Price, net of applicable withholding tax shall be made within fifteen (15) days after full delivery, and submission of the required documents as follows:
 1. Original and duplicate **BIR VAT registered Supplier's Invoice** issued under the name of the Department of Health (DOH) indicating **DOH TIN: 794-464-000**. Entries must be typewritten or computer printed and must be duly acknowledged and received by DOH's authorized representative;
 2. Original and duplicate Delivery Receipt issued under the name of the DOH duly acknowledged and received by DOH's authorized representative and countersigned by PITC QAIT representative; and
 3. Original Joint Certificate of Acceptance issued by authorized representatives of DOH and PITC.

SUPPLIER'S UNDERTAKING

I/We, the undersigned Manufacturer/Supplier, having examined the Technical Documents for this project hereby OFFER to (supply/deliver/perform) the herein described items.

I/We undertake, if our proposal is accepted, to deliver the items in accordance with the terms and conditions contained in the Request for Quotation.

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