



Bids and Awards Committee

The Philippine Coconut Authority (PCA), through its Bids and Awards Committee (BAC), as duly authorized to conduct **Small Value Procurement (SVP)** for the items stated below, in accordance with **Section 53.9 Small Value Procurement** of the Revised Implementing Rules and Regulations of the Republic Act. No. 9184, hereby invites all interested suppliers/bidders to offer their lowest government price.

The PCA, hereinafter referred to as “the Purchaser”, now requests submission of a price quotation for the subject below:

| Item No. | Article and Descriptions | Quantity | Unit Price (PhP) | Approved Budget for the Contract (ABC) – (PhP) | Bid Docs Fee (PhP) |
|-----------|---|-------------|------------------|--|--------------------|
| 01 | Supply and Delivery of Medical Supplies: *Terms of Reference (Attachment 3) | | | 96,712.00 | 100.00 |
| | - Lidocaine Hydrochloride, 20mg/ml (2%); 1.8 ml carpule, with 1:100,000 epinephrine | 600 carpule | 121.00 | | |
| | - Disposable Dental Needle/G27 long (0.41 x 21mm), 100's | 1 box | 440.00 | | |
| | - Disposable Dental Needle/G30 long (0.31 x 21mm), 100's | 4 box | 440.00 | | |
| | - Cotton Balls 150's | 15 packs | 77.00 | | |
| | - Powder Free Examination Latex Gloves/Medium, 50's | 1 box | 275.00 | | |
| | - Disposable Surgical Cap, 100's | 1 pack | 198.00 | | |
| | - Facemask, 50's | 15 box | 132.00 | | |
| | - Disposable Non-woven isolation gown | 30 pcs | 110.00 | | |
| | - Cotton Balls, 150's | 25 packs | 77.00 | | |
| | - Powder Free Examination Latex Gloves/ Medium , 100's | 3 box | 275.00 | | |
| | - Disposable Surgical Cap, 100's | 3 pack | 198.00 | | |
| | - Facemask, 50's | 5 box | 132.00 | | |
| | - Disposable Non-Woven Isolation Gown | 100 pcs | 110.00 | | |

Interested suppliers are required to submit the following documents:

1. Valid and current Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Latest Income/Business Tax Return
4. Omnibus Sworn Statement (attachment 2)



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
Regional Government Center, Balintawak, Pagadian City
Tel. Nos.: (062) 925-1918
regionix@pca.gov.ph

PCA Condition of Sale:

1. Delivery Schedule: 7 calendars days from the receipt of the approved PO/NTP
2. Bid Validity: 60 calendar days from the submission of bids
3. Delivery site as follows: ***Philippine Coconut Authority Regional Office IX, Regional Government center, Balintawak, Pagadian City, Zamboanga del Sur.***

Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein.

Any alteration, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.

A complete set of Bidding Documents may be purchased by interested Bidders on from the address below and upon payment of a non-refundable fee as indicated above, pursuant to the latest guidelines issued by the GPPB. It may also be downloaded free of charge from the website of PhilGEPS provided that bidders shall pay the non-refundable price.

The complete schedule of bidding activities is as follows:

| | |
|------------------------------------|-------------------------------------|
| Sale and Issuance of Bid Documents | - September 08 – September 14, 2023 |
| Submission of Price Quotation | - September 15, 2023; 10:30 AM |
| Opening of Bids/Bid Evaluation | - September 15, 2023; 11:00 AM |

Submission of duly signed price quotation form (attachment 1) and eligibility documents is not later than 10:30am of September 15, 2023 at the PCA Regional Office IX, Pagadian City. Open submission may be done manually, email (regionix@pca.gov.ph) or thru Facsimile No. (062) 925-1918.

The penalty for the late deliveries is one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the contract price. Once the cumulative amount of the liquidated damage reaches ten percent (10%) of the contract price, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.

The PCA reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in accordance with Section 41 or RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

JUNRIE B. BERADIO

BAC Secretariat
PCA Region IX
Pagadian City, Zamboanga del Sur
Mobile No. 0997-654-9395
Tel. No. (062) 925-1918

BIHILDIS A. QUEZON

BAC Chairwoman
PCA Region IX
Sta. Isabel, Dipolog City
Tel. No. (065) 908-0922



Attachment 1

Date: _____

Philippine Coconut Authority
Regional Government Center
Balintawak, Pagadian City
Zamboanga del Sur

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our price quotation for the item/s identified below:

| ItemNo. | Article and Descriptions | Quantity | Unit Price | Total Price (VAT Inclusive) |
|---------|---|-------------|------------|-----------------------------|
| 1 | Supply and Delivery of Medical Supplies : | | | P_____ |
| | <ul style="list-style-type: none">Lidocaine Hydrochloride, 20mg/ml (2%); 1.8 ml carpule, with 1:100,000 epinephrine | 600 carpule | | |
| | <ul style="list-style-type: none">Disposable Dental Needle/G27 long (0.41 x 21mm), 100's | 1 box | P_____ | |
| | <ul style="list-style-type: none">Disposable Dental Needle/G30 long (0.31 x 21mm), 100's | 4 box | P_____ | |
| | <ul style="list-style-type: none">Cotton Balls 150's | 15 packs | P_____ | |
| | <ul style="list-style-type: none">Powder Free Examination Latex Gloves/Medium, 50's | 1 box | P_____ | |
| | <ul style="list-style-type: none">Disposable Surgical Cap, 100's | 1 pack | P_____ | |
| | <ul style="list-style-type: none">Facemask, 50's | 15 box | P_____ | |
| | <ul style="list-style-type: none">Disposable Non-woven isolation gown | 30 pcs | P_____ | |
| | <ul style="list-style-type: none">Cotton Balls, 150's | 25 packs | P_____ | |
| | <ul style="list-style-type: none">Powder Free Examination Latex Gloves/ Medium , 100's | 3 box | P_____ | |
| | <ul style="list-style-type: none">Disposable Surgical Cap, 100's | 3 pack | P_____ | |
| | <ul style="list-style-type: none">Facemask, 50's | 5 box | | |
| | <ul style="list-style-type: none">Disposable Non-Woven Isolation Gown | 100 pcs | | |



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AMOUNT IN WORDS: _____

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

Very truly yours,

AUTHORIZED REPRESENTATIVE:

| | | |
|--------------|---|-------|
| Signature | : | _____ |
| Printed Name | : | _____ |
| Company Name | : | _____ |
| Contact No | : | _____ |



Attachment 2

Omnibus Sworn Statement

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 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 of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

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 and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

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;
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. The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC



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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.

Bidder's Representative/Authorized Signatory

Doc. No.
Page No.
Book No.
Series of 20_____



Attachment 3

TERMS OF REFERENCE

Supply and Delivery Medical Supplies for the Conduct of the CFIDP-On-The-Go Farmer's Assembly and Medical and Dental Health Missions

1. **Medical Supplies to be Procured for the Conduct of the Medical and Dental Health Mission:** The Philippine Coconut Authority (PCA) Region IX, will procure various medical supplies for the conduct of a medical and dental health mission in Region IX as part of PCA's implementation of its Health and Medical Program for Coconut Farmers and Their Families under Republic Act No. 11524, otherwise known as the Coconut Farmers and Industry Trust Fund (CFITF) Act of 2021 and the Coconut Farmers and Industry Development Plan (CFIDP) approved through Executive Order No. 172 Series of 2022.

The amount of **Ninety Six Thousand Seven Hundred Twelve Pesos (Php 96,712.00)** was the Approved Budget for the Contract (ABC). The detailed list and quantity of the medical supplies are specified in **Annex A**.

2. **Viability of Medical Supplies:** Expiring medical supplies to be delivered must have expiry dates as follows:
 - a. At least one (1) year from the date of delivery of medical supplies with a shelf life of three (3) years or less;
 - b. At least two (2) years from the date of delivery for medical supplies with a shelf life of more than three (3) years.
3. **Pull-out and Replacement of Near-Expiring Medical Supplies:**
 - a. Pull-out: The awardee/supplier shall pull-out near expiring unused stocks at least three (3) months prior to the date of expiration of expiring medical supplies.
 - b. Replacement: The awardee/supplier shall replace the pulled-out stocks with fresh stocks, i.e. replacement stocks shall have an expiration date of at least one (1) year from date of its delivery. Replacement stocks shall be delivered within seven (7) days reckoned from the date of the pull-out of near-expiring medical supplies.
4. **Delivery Period:** The awardee/supplier shall deliver the medical supplies within seven (7) calendar days from receipt of Notice to Proceed (NTP) or Notice to Deliver (NTD) to be issued by PCA Region IX.



The medical supplies shall be delivered to PCA Region IX or to any of its provincial offices if so required by PCA Region IX ensuring for the purpose that actual delivery shall take place not less than seven (7) days before the scheduled medical and dental health mission which will be conducted by PCA Region IX.

5. **Schedule of Medical and Dental Health Mission:** As mentioned the awardee/supplier shall deliver the medical supplies to PCA Region IX or to any of its provincial offices if so required by PCA Region IX not less than seven (7) days before the scheduled medical and dental health mission after said awardee/supplier receives a Notice to Proceed (NTP) or Notice to Deliver (NTD) to be issued by the PCA Region IX.

For reference purposes, attached as **Annex B**, the schedule of medical and dental health mission which will be conducted by PCA R Region IX. The said schedule is subject to change by both PCA Central Office and PCA Region IX and may extend after year 2023. Also indicated are the details of contact persons and addresses of PCA Region IX and its provincial offices where the medicines shall be delivered by the awardee/supplier.

6. **Medical Supplies to be Delivered for the Medical and Dental Health Mission:** There are three (3) sets of medical supplies which the awardee/supplier shall deliver for each medical and dental health mission. These are:

- a. Medical Supplies for the Dental Group: The medical supply shall be properly packaged and marked "*Medical Supplies for the Dental Group*" separate from the other set of medical supplies ensuring that the medical items and container used to package these items will not be prone to damage in cases when there is a need to transport them by the end-user under heavy rain.
- b. Medical Supplies for the Medical Group: The medical supply shall be properly packaged and marked "*Medical Supplies for the Medical Group*" separate from the other set of medical supplies ensuring that the medical items and container used to package these items will not be prone to damage in cases when there is a need to transport them by the end-user under heavy rain.
- c. Health Kit for Coconut Farmers: All medical and health items specified to be part of the Health Kit shall be packaged in a resealable bag or kit for efficient distribution. Similarly, the resealable bag or kit containing the medical and health items shall be properly packaged and marked "*Health Kit for Coconut Farmers*" separate from the other set of medical supplies ensuring that the medical items and container used to package these items will not be prone to damage in cases when there is a need to transport them by the end-user under heavy rain.

The proposed designed of and specific medical and health items included inside the Health Kit for Coconut Farmers are attached as **Annex C**.

7. **Payment Terms:** The delivered medical supplies shall be immediately inspected on the same day it was delivered by the PCA Regional Inspectorate Group, together with a representative from the Commission on Audit (COA) and other concerned parties as may be deemed necessary to check compliance with the TOR prior to



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acceptance.

Payments shall be computed based on the actual quantity of medicines inspected and accepted by PCA Region IX. Each payment shall be processed upon receipt of the sales invoice and other supporting documents necessary to facilitate the processing of payment.

8. **Liquidated Damages:** In case of delayed delivery of supplies and service(s), the PCA may upon its discretion, extend the delivery period, subject, however, to the imposition of appropriate liquidated damages, the amount of which shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for very day of delay, collectible from any money due or maybe due to the supplier/contractor, whichever is convenient to PCA. Once the cumulative amount of liquidated damages reached ten percent (10%) of the amount of the contract, the PCA may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it. If the supplier, however fail to effect complete delivery within the extended period, the PCA shall have the right to cancel said contract, and shall constitute a ground for the supplier to be disqualified from future biddings, without prejudice to the imposition of other sanctions provided for under Republic Act No. 9184 and its 2016 Implementing Rules and Regulations (IRR).



ANNEX A

Detailed List and Quantity of Medical Supplies for the Conduct of the Medical and Dental Health Mission

| PARTICULARS | UNIT | QUANTITY | UNIT PRICE (PHP) | TOTAL (PHP) |
|---|--------------------------|----------|------------------|------------------|
| Medical Supplies for the Dental Group | | | | |
| Lidocaine hydrochloride / 20mg/ml (2%); 1.8ml carpule, with 1:100,000 epinephrine | carpule | 600 | 121.00 | 72,600.00 |
| Disposable Dental Needle / G27 short (0.41 x 21 mm) | per box of 100 needles | 1 | 440.00 | 440.00 |
| Disposable Dental Needle / G30 short (0.31 x 21 mm) | per box of 100 needles | 4 | 440.00 | 1,760.00 |
| Cotton Balls | per pack of 150 balls | 15 | 77.00 | 1,155.00 |
| Powder Free Examination Latex Gloves / Medium | per box of 50 pairs | 1 | 275.00 | 275.00 |
| Disposable Surgical Cap | per pack of 100 caps | 1 | 198.00 | 198.00 |
| Facemask | per box of 50 masks | 15 | 132.00 | 1,980.00 |
| Disposable Non-Woven Isolation Gown | piece | 30 | 110.00 | 3,300.00 |
| Sub-Total | | | | 81,708.00 |
| Medical Supplies for the Medical Group | | | | |
| Cotton Balls | per pack of 150 balls | 25 | 77.00 | 1,925.00 |
| Powder Free Examination Latex Gloves / Medium | per box of 100 gloves | 3 | 275.00 | 825.00 |
| Disposable Surgical Cap | per pack of 100 caps | 3 | 198.00 | 594.00 |
| Facemask | per box of 50 face masks | 5 | 132.00 | 660.00 |
| Disposable Non-Woven Isolation Gown | piece | 100 | 110.00 | 11,000.00 |
| Sub-Total | | | | 15,004.00 |
| GRANDTOTAL | | | | 96,712.00 |



ANNEX B

Schedule of Medical and Dental Health Mission

| REGION | INDICATIVE SCHEDULE OF MISSION | PLACE OF DELIVERY OF MEDICAL SUPPLIES | CONTACT PERSON |
|--------|--------------------------------------|--|---|
| IX | September 27, 2023 | PCA Regional Office IX, Regional Government Center, Balintawak, Pagadian City | FERDINAND D. ACAYLAR Regional Manager III 09285997061 JUNRIE B. BERADIO BAC Secretariat 09976549395 ERELL JAMAICA A. TAPAYAN AO II 09171158642 |