



Republic of the Philippines
Department of Health

CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

Name of the Procuring Entity: Department of Health

Name of the Project: Procurement of Plaques for Retirees and Loyalty Awards in Government Service for CY 2022-2023 under SVP No. 2023-023

Please submit your lowest price quotation on the lot listed below, duly signed by your representative not later than **09 August 2023; 9:00 A.M.**, Ground Floor, Building No. 6, Department of Health, San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila:

Lot No.	Description	Qty/Unit	Unit cost (PhP)	Approved Budget for the Contract (PhP)
1	1.1) Plaque for Retirees	58 pieces	3,000.00	448,000.00
	1.2) Plaque for Loyalty Awards	137 pieces	2,000.00	

Your quotation is subject to the following General Conditions:

1. **Price validity shall be for a period of Ninety (90) calendar days from the Opening of Bids.**
2. **Delivery Period: Final sample must be submitted to the End-user within ten (10) Calendar Days upon receipt of approved Contract/ Purchase Order.**

The End-user shall evaluate the sample within Three (3) Calendar Days.

Upon approval of final sample, goods must be delivered within Sixty (60) Calendar Days.

3. **Delivery Site: DOH Warehouse, San Lazaro Compound, Rizal Ave., Sta. Cruz, Manila**
4. Terms of Payment/billing shall be made upon complete delivery and acceptance upon presentation of signed Invoice Receipts and submission of relevant documents as stipulated in the contract.
5. **Bidders are entitled to one (1) bid only, otherwise, all bids made shall automatically be rejected.**
6. **The prospective bidder shall submit three (3) sets of true copies of the original certified as such by the bidder or his authorized signatory of the following requirements arranged, numbered and tabbed in a sealed envelope:**
 - a. Duly accomplished and signed Price Quotation inclusive of all taxes;
 - b. Duly accomplished and signed Technical Specifications using the attached form;

NOTE: The supplier shall indicate the page(s) where the specific technical data in each technical specification can be found and attach these documents referred to with this form.

NOTE: In case of award, kindly send a soft copy of technical specification being offered (Word & PDF format) to this email address: **cobacdsecretariat@doh.gov.ph**

- c. Duly signed Schedule of Requirements using the attached form;
- d. Mayor's/ Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located or the equivalent document for Executive Economic zones or areas (2016 Revised IRR of RA No. 9184) **together with corresponding copy of the receipt of payment of the said permit;**
- e. PhilGEPS Registration Number;
- f. Latest Annual Income Tax / Business Tax Return also refers to Value Added Tax or Percentage Tax Return covering the previous six (6) months (if applicable);
- g. Omnibus Sworn Statement using the attached form;
- h. Duly notarized authority of the signatory using the attached form, whichever is applicable:
 1. Secretary's Certificate (i.e. corporation; joint venture agreement); or
 2. Special Power of Attorney (i.e. sole proprietor, partnership); or
 3. In case the signatory is the sole proprietor, copy of the DTI Registration Certificate/ Valid PhilGEPS Platinum Certificate

NOTE: Bidders may submit their bid proposal on or before **09 August 2023, 9:00 AM** to the COBAC-D Secretariat through any of the following options:

1. In printed copy to be submitted at the *G/F, Bldg. No. 6, Department of Health, San Lazaro Compound, Sta. Cruz, Manila*; or
2. In soft copy via e-mail to **cobacdsecretariat@doh.gov.ph** provided that it complies with the following condition:
 - i. It should be in a clear .PDF/.IMG/.JPG/.TIFF/.GIF/.PNG format, and shall be in password protected Request for Quotation in compressed archive folders *pursuant to GPPB Resolution No. 09-2020 and Section 25.1 of the 2016 Revised IRR of RA No.9184*;
 - ii. A generated bid receipt page or email acknowledgement indicating the time of submission must be secured and printed as a reference;
 - iii. The documentary requirements are arranged accordingly based on the Eligibility Checklist using the standard file name indicated therein.

- iv. *For electronic bid submission, the password for accessing the Request for Quotation will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology. (GPPB Resolution No. 09-2020 and Section 29 of the 2016 Revised IRR of RA No. 9184)*

The BAC shall open the bid envelopes using a non-discretionary “pass/fail” criterion. In case of electronic bid submission, Request for Quotation not in compressed archive folders and are not password protected, shall be rejected. However, bid envelopes that are not properly sealed and marked or not properly compressed and password-protected, as required in the Request for Quotation, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or improperly compressed or password-protected folder, or for its premature opening. (GPPB Resolution No. 09-2020 and Section 25.9 of the 2016 Revised IRR of RA No. 9184)

Further, once the Bidder is determined as the Single/Lowest Calculated and Responsive Quotation the Bidder shall submit three (3) sets of printed copies of the eligibility documents, certified as such by the bidder or his duly authorized representative.

Please use the attached Price Quotation, Technical Specifications, Schedule of Requirements, Omnibus Sworn Statement and Authority of the Signatory Forms.

Sgd.

ENRIQUE A. TAYAG, MD, PHSAE, FPSMID, CESO III
Undersecretary of Health
Chairperson, COBAC-D

PRICE QUOTATION
Procurement of Plaques for Retirees and Loyalty Awards in Government Service
for CY 2022-2023 under SVP No. 2023-023

Lot No.	Description	Qty/Unit	Unit cost (PhP)	Total Bid Price (PhP)
1	1.1) Plaque for Retirees	58 pieces		
	1.2) Plaque for Loyalty Awards	137 pieces		

Note: Price shall be valid for Ninety (90) calendar days.

All price offered (unit price and total bid price) inclusive of all taxes must be type or written in indelible ink.

After having carefully read and accepted your conditions, I / We quote you on the lot at price noted above.

 Signature over Printed Name
[date of signing]

In the capacity of: *[title or other appropriate designation]*
 Duly authorized to sign bid for and on behalf of: *[Name of Company]*
[Complete office address]
[Telephone No.]
[Fax No.]
[Email Address]

Technical Specifications

Item	Specification	Statement of Compliance
		<p>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. <u>Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate.</u> A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.</p>

**Republic of the Philippines
Department of Health
TECHNICAL SPECIFICATIONS**

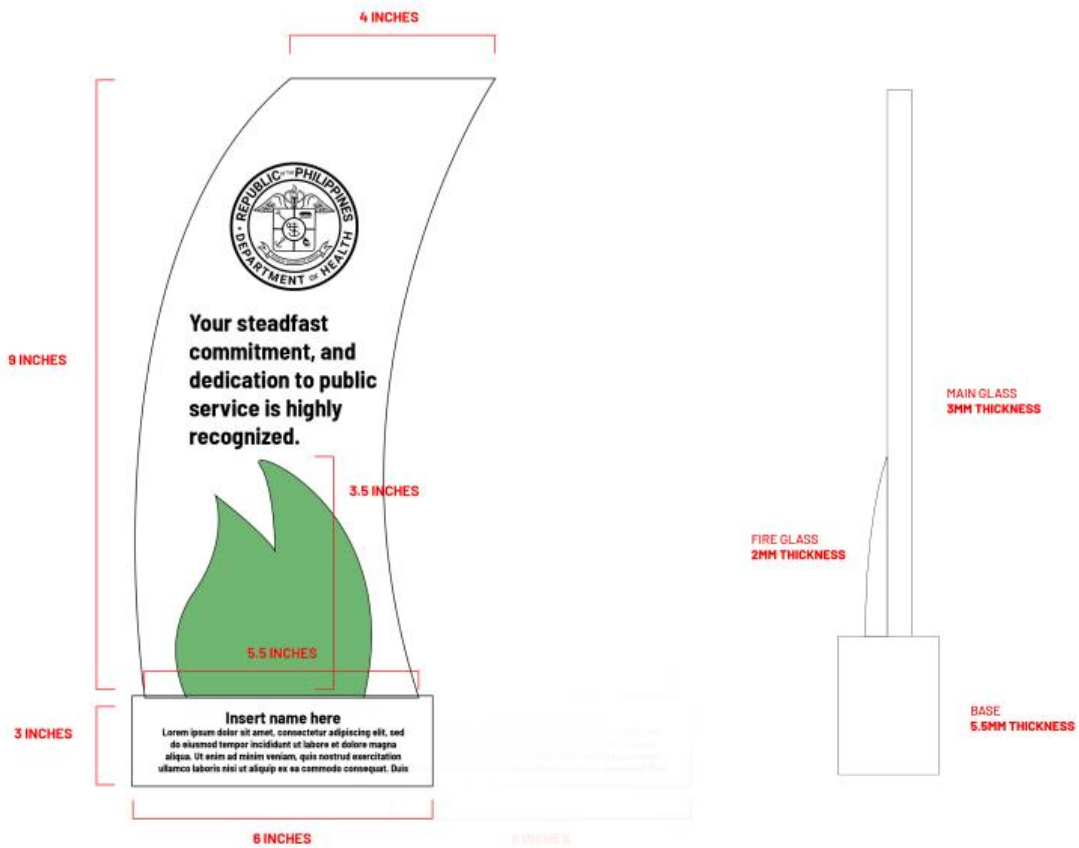
Lot No. 1	1.1) Plaque for Retirees	Qty./ Unit	58 pieces
Total ABC for the Lot: PhP448,000.00			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
I. Detailed Technical Specifications 1. Description: Plaque of Appreciation 2. Type of Materials: Glass (Retirees) 3. Size: a. Length: 9 inches b. Top: 4 inches c. Width: 5.5 inches d. Design: 3.5 inches e. Base: 3 inches f. Bottom: 8 inches (wood base with silver mate to print text and citation) g. Main Glass Thickness: 3mm h. Fire Glass Thickness: 2mm i. Wood Stand Thickness: 5.5mm 4. Item Color: Please see attached design			
II. Instruction before mass production: Sample subject for approval of End-User Unit (EUU) before mass production.			
III. Replacement of Sample 1. The Supplier shall promptly replace the equivalent quantity of Goods taken as sample.			
IV. Upon delivery the following shall be complied with: 1. Packaging Instructions: a. Primary: Each piece is individually wrapped in bubble plastic placed in a box b. Secondary: Standard packaging of the manufacturer 2. Upon delivery, the goods shall undergo preliminary inspection by DOH-assigned Inspection Team to ascertain the physical condition and acceptability of the finished products 3. Payment: Payment can be made after full delivery and acceptance			

Signature over Printed Name
[date of signing]

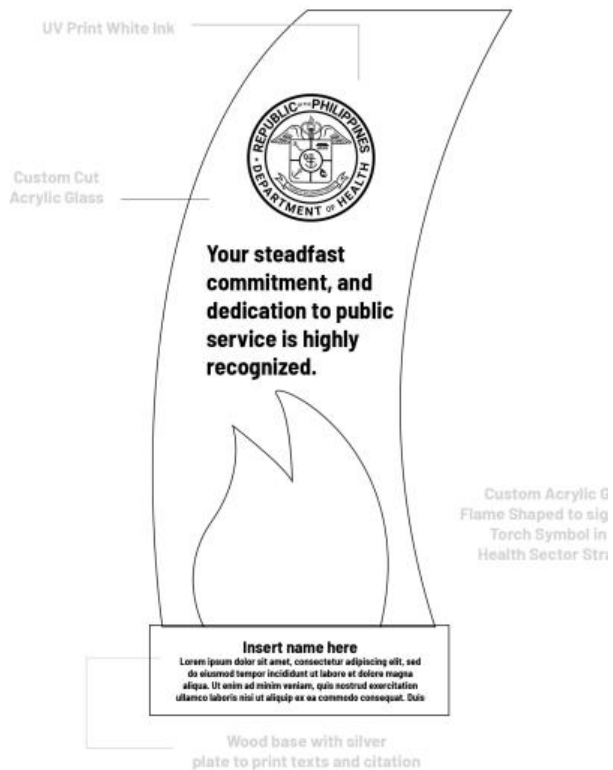
In the capacity of:
Duly authorized to sign bid for and on behalf of:

[title or other appropriate designation]
[Name of Company] [Complete
office address] [Telephone No.]
[Fax No.]
[Email Address]

Plaque Design Proposal (ExeCom Awards)



Plaque Design Proposal (ExeCom Awards)



**Republic of the Philippines
Department of Health
TECHNICAL SPECIFICATIONS**

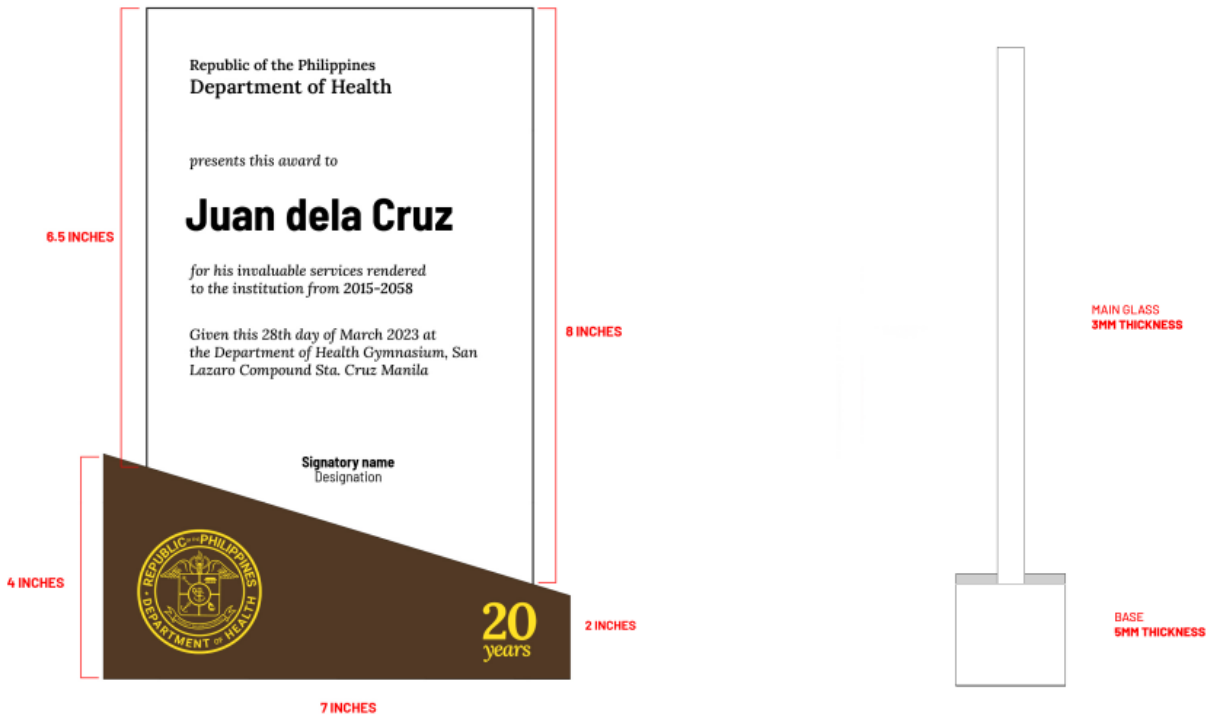
Lot No. 1	1.2) Plaque for Loyalty Award	Qty./ Unit	137 pieces
Total ABC for the Lot: PhP448,000.00			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
I. Detailed Technical Specifications 1. Description: Plaque of Appreciation 2. Materials: Glass (Loyalty) UV Print White Ink Acrylic Glass 3. Size: a. Length Left Side: 6.5 inches b. Length Right Side: 8 inches c. Right Base Length: 4 inches d. Left Base Length: 2 inches e. Bottom: 7 inches (wood base engraved with gold fill) f. Glass Thickness: 3mm g. Wood Stand Thickness: 5mm 4. Type of material: Glass 5. Item Color: Please see attached design			
II. Instruction before mass production: Sample subject for approval of End-User Unit (EUU) before mass production.			
III. Replacement of Sample 1. The Supplier shall promptly replace the equivalent quantity of Goods taken as sample.			
IV. Upon delivery the following shall be complied with: 1. Packaging Instructions: a. Primary: Each piece is individually wrapped in bubble plastic place in a box b. Secondary: Standard packaging of the manufacturer 2. Upon delivery, the goods shall undergo preliminary inspection by DOH-assigned Inspection Team to ascertain the physical condition and acceptability of the finished products 3. Payment: Payment can be made after full delivery and acceptance			

Signature over Printed Name
[date of signing]

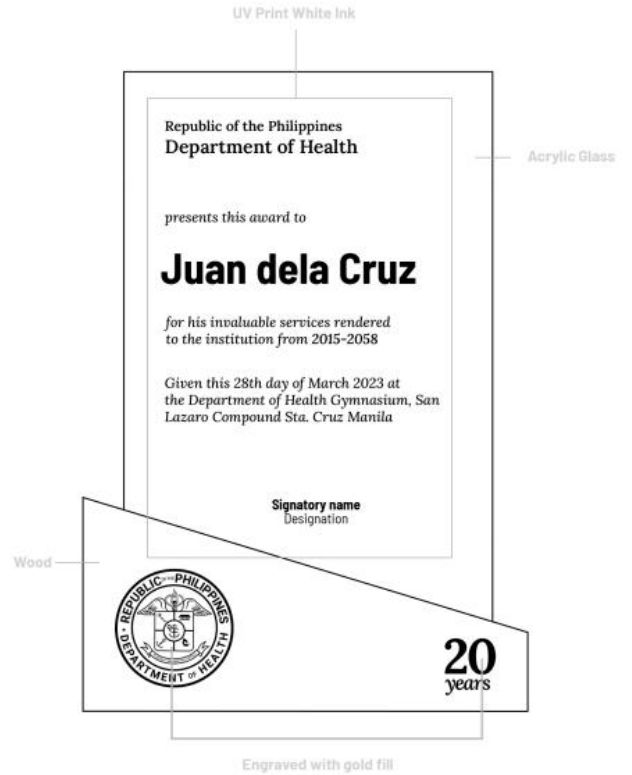
In the capacity of:
Duly authorized to sign bid for and on behalf of:

[title or other appropriate designation]
[Name of Company] [Complete
office address] [Telephone No.]
[Fax No.]
[Email Address]

Plaque Design Proposal (Long Years of Service)



Plaque Design Proposal (Long Years of Service)



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*texts are placeholders only and is subject to change

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 No.	Description	Qty/Unit	Total ABC per Item (PhP)	Total ABC for the Lot (PhP)	Delivery Site	Delivery period in Calendar Days
1	1.1) Plaque for Retirees	58 pieces	174,000.00	448,000.00	DOH Central Office, San Lazaro Compound, Rizal Ave., Sta. Cruz, Manila	<p>Final sample must be submitted to the End-user within Ten (10) Calendar Days upon receipt of approved Contract or Purchase Order.</p> <p>The End-user shall evaluate the sample within Three (3) Calendar Days.</p> <p>Upon approval of final sample, goods must be delivered in within Sixty (60) Calendar Days.</p>
	1.2) Plaque for Loyalty Awards	137 pieces	274,000.00			

Signature over Printed Name

[date of signing]

In the capacity of:

Duly authorized to sign bid for and on behalf of:

[title or other appropriate designation]

[Name of Company] [Complete office address]

[Telephone No.]

[Fax No.]

[Email Address]

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,

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, 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 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, 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]

SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

REPUBLIC OF THE PHILIPPINES)

CITY OF _____)

S.S.

x ----- x

SECRETARY'S CERTIFICATE

I, _____, a duly elected and qualified Corporate Secretary of _____, a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office and place of business at [complete office address], **DO HEREBY CERTIFY**, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the Regular/Special meeting of the Board of Directors of the said Corporation duly convened and held on [dd mm yy] at which meeting a quorum was present and acted throughout, the following resolution was unanimously approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

(Resolution No. _____)

RESOLVED, that _____ be, as it hereby is, authorized to participate in the bidding of the [Name of the Project and reference number] by the **DEPARTMENT OF HEALTH (DOH)**; and that if awarded the project shall enter into a contract with the **DOH**; and in connection therewith hereby appoint _____, acting as duly authorized and designated representatives of _____, are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent _____ in the bidding as fully and effectively as the _____ might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

IN WITNESS WHEREOF, I/We have hereunto set my/our hands this _____ day of [month] [year] at [place of execution].

[Corporate Secretary]

SWORN to before me this _____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.

Witness my hand and seal this _____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____ Roll _____ of _____
Attorneys No. _____
PTR No. _____, [date issued], [place issued]
IBP No. _____, [date issued], [place issued]

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

REPUBLIC OF THE PHILIPPINES)
CITY OF _____)

S.S.

x-----x

SPECIAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS that the undersigned [*name*], [*title*] of [*name of Company*], is lawfully authorized to represent and act on behalf of the [*name of company*], a company registered under the laws of the Republic of the Philippines with its registered office at [complete office address], do hereby APPOINT, NAME and CONSTITUTE, [*name*], [*title*] of [*name of company*] as my true and lawful attorney-in-fact to act for and in my name and stead, to do, execute and perform any and all acts necessary and/or represent in the bidding and perform the following acts:

1. To participate and submit a bid to the **DEPARTMENT OF HEALTH** for the Procurement of [Name of Project and reference number].
2. To make, sign, execute, deliver and receive contracts, agreements and any and all documents pertinent thereto, as may be necessary to carry into effect the foregoing authority and to bind myself with the DOH.

HEREBY GIVING AND GRANTING unto my said attorney-in-fact full power and authority to do and perform any and every act and thing whatsoever requisite or necessary or proper to be done in and about the premises as fully to all intents and purposes as I might or could lawfully do if personally present, with power of substitution and revocation, and hereby ratifying and confirming all that my said attorney-in-fact shall lawfully do or cause to done under and by virtue of these presents.

IN WITNESS WHEREOF, I/We have hereunto set my/our hands this _____ day of [month][year] at [place of execution].

[Principal]

[Legal Representative/s]

Attorney-in-Fact SIGNED IN THE PRESENCE OF

SWORN to before me this day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [*insert type of government identification card used*], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on at _____.

Witness my hand and seal this _____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____ Roll _____ of _____
Attorneys No. _____
PTR No. ___, [date issued], [place issued]
IBP No. ___, [date issued], [place issued]

Doc. No.
Page No.
Book No.
Series of

ELIGIBILITY REQUIREMENTS CHECKLIST
Procurement of Plaques for Retirees and Loyalty Awards in Government Service
for CY 2022-2023
SVP No. 2023-023

ITEM NO.	REQUIREMENTS
A.	Duly accomplished and signed Price Quotation inclusive of all taxes;
B.	Duly accomplished and signed Technical Specifications using the attached form
C.	Duly signed Schedule of Requirements using the attached form;
D.	Mayor's / Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located or the equivalent document for Executive Economic zones or areas (2016 Revised IRR of RA9184) together with corresponding copy of the receipt of payment of the said permit;
E.	PhilGEPS Registration Number;
F.	Latest Annual Income Tax / Business Tax Return also refers to Value Added Tax or Percentage Tax Return covering the previous six (6) months (if applicable);
G.	Omnibus Sworn Statement;
H.	Duly notarized authority of the signatory using the attached form, whichever is applicable: <ul style="list-style-type: none"> 1. Secretary's Certificate (i.e. corporation; joint venture agreement); or 2. Special Power of Attorney (i.e. sole proprietor, partnership); or 3. In case the signatory is the sole proprietor, copy of the DTI Registration Certificate/ Valid PhilGEPS Platinum Certificate