



Republic of the Philippines
 Department of Finance
INSURANCE COMMISSION
 1071 United Nations Avenue
 Manila



**Invitation to Participate in the Negotiated Procurement
 for the Supply and Delivery of Vitamin Supplements for CY 2017
 (PROJECT REFERENCE No. 2017-04-162, Lot 2)**

1. This is to invite PhilGEPS registered interested suppliers to **participate in the Negotiated Procurement** (Section 53.1-Two Failed Biddings of the 2016 RIRR of R.A. No. 9184) for the Supply and Delivery of Vitamin Supplements for CY 2017 with the following **Approved Budget for the Contract (ABC)**:

Lot	ABC
2	Php 383,040.00 <i>(Three Hundred Eighty-Three Thousand Forty Pesos)</i>

2. Interested suppliers are invited to attend and submit their proposals during the **Negotiations** to be held at the IC Function Room, Insurance Commission (IC), 1071 United Nations Avenue, Ermita, Manila, to discuss the technical and financial requirements of the projects, based on the following schedule:

<i>Date of Negotiations</i>	<i>Date of submission of best and final offer</i>
August 30, 2017 @ 2:00 P.M	August 30, 2017 @ 2:00 P.M

3. Interested suppliers may opt to submit an initial offer on the date of negotiations and submit a final offer thereafter. Submission shall be subject to evaluation based on the attached **Schedule of Requirements (ANNEX A) and Technical Specifications (ANNEX B)** of the above-mentioned procurement project.
4. The IC will not be responsible for any costs or expenses to be incurred by interested suppliers in connection with its participation in the said negotiation process.
5. For inquiries, please contact Bids and Awards Committee (BAC) Secretariat c/o **Ms. Rosalinda Q. Mitra, Head of BAC Secretariat**, 2nd Floor, Insurance Commission, 1071 United Nations Avenue, Ermita, Manila, with tel. nos. 523-8461 local 125 or **Ms. Rachel Ann D. Montecillo** at tel. nos. 523-8461 local 129.


EDWIN CORNELIUS A. LAUZ
 Chairperson
 Bids and Awards Committee

ANNEX A – SCHEDULE OF REQUIREMENTS

*I. Supply and Delivery at the **Insurance Commission (IC) Manila Office** located at 1071 U.N. Ave., Ermita, Manila*

Item and Description	Total Quantity/ Unit	Delivered, Weeks/Months
Lot 2: Vitamin B-Complex 100 mg B1 + 5 mg B6 + 50 microgram B12 per tablet, 100 tablets per box	888 boxes	Within One (1) week after issuance of Notice to Proceed (NTP) (one time delivery only)

*II. Supply and Delivery at the **IC Cebu District Office** located at 80 Osmeña Boulevard, Rm. 34 Almase Bldg., Cebu City*

Item and Description	Total Quantity/ Unit	Delivered, Weeks/Months
Lot 2: Vitamin B-Complex 100 mg B1 + 5 mg B6 + 50 microgram B12 per tablet, 100 tablets per box	12 boxes	Within One (1) week after issuance of Notice to Proceed (NTP) (one time delivery only)

*III. Supply and Delivery at the **IC Davao District Office** located at Door 2 & 3, 3rd Floor, YAP Building, Quimpo Boulevard, Ecoland, Davao City*

Item and Description	Total Quantity/ Unit	Delivered, Weeks/Months
Lot 2: Vitamin B-Complex 100 mg B1 + 5 mg B6 + 50 microgram B12 per tablet, 100 tablets per box	12 boxes	Within One (1) week after issuance of Notice to Proceed (NTP) (one time delivery only)

ANNEX B – TECHNICAL SPECIFICATIONS

I. Product Specifications

All Vitamin Supplements to be supplied must be compliant with the following specifications:

Lot No.	Vitamin Supplement	Specifications
2	Vitamin B-Complex	
Composition/Formulation		Each tablet contains 100 mg of Thiamin HCL (Vitamin B1), 5 mg of Pyridoxine HCl (Vitamin B6), and 50 microgram of Cyanocobalamin (Vitamin B12)
Presentation		In round solid white tablet form
Packaging		Tablets are packaged in silver foil packs. Each foil pack contains 10 tablets. Foil packs are packaged in 10's per box. Each box must be properly/completely sealed.
Expiry		At least two (2) years from date of delivery.

II. Documentary Requirements

1. PhilGeps Platinum Membership Certificate
2. Statement of all its ongoing government and private contracts, including contracts awarded similar in nature and complexity to the contract for negotiation (use attached template)
3. Statement of completed private and government contracts completed within three (3) years from proposal submission, including Single Largest Completed Contract (SLCC) of similar in nature to the contract for negotiation (use attached template)
4. Omnibus Sworn Statement in accordance with Section 25.3 of this 2016 RIRR of R.A. No. 9184 (use attached template)
5. Food and Drug Administration (FDA) **Certificate of Product Registration**; and
6. Complete **Product Description** issued by the manufacturer.

III. Terms of Payment

The payment for the service rendered shall be made within thirty (30) days after the complete delivery and acceptance of the items and issuance of billing statement by the supplier. The IC shall not be held liable for any delay in the payment under reasonable and acceptable circumstances.

IV. Warranty Terms

As part of warranty commitment, the Supplier shall provide replacement of all vitamin supplements delivered to IC bearing an expiry less than the specified **Expiry** period.

The Supplier shall provide replacement of all vitamin supplements found to have damaged or broken packaging prior to the acceptance of the procuring agency in no more than seven (7) days after notice of claim for warranty.

Performance and/or warranty securities required under Sections 54.5 and 62 of the 2016 RIRR of R.A. No. 9184 shall apply.

V. Others

The IC reserves the right to reject any or all proposals, at any time prior to contract award, without thereby incurring any liability to the affected supplier, and to accept only the offer that is most advantageous to the Government.