



Department of Transportation  
Philippine Coast Guard  
HEADQUARTERS COAST GUARD MEDICAL SERVICE  
**HCGMED BIDS AND AWARDS COMMITTEE (HCGMED BAC)**  
NHQ-PCG, 139 25th Street, Port Area  
1018 Manila



25 April 2023

**SUPPLEMENTAL/BID BULLETIN NO. 02-2023**

This Supplemental/Bid Bulletin No. 02-2023 is issued to include the following amendments and clarifications as integral part of the Bidding Documents issued for the Supply and Delivery of Medicines of the Coast Guard Medical Service.

**Section V. Special Conditions of Contract**

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><b><i>For Goods supplied from abroad:</i></b> The delivery terms applicable to the Contract are DDP delivered at the <b>PCG Quarantine Facility Coast Guard Base-Taguig, 56 M. L. Quezon St., New Lower Bicutan, Taguig City 1632.</b></p> <p><b><i>For Goods supplied from within the Philippines:</i></b> The delivery terms applicable to this Contract are delivered at the <b>PCG Quarantine Facility Coast Guard Base-Taguig, 56 M. L. Quezon St., New Lower Bicutan, Taguig City 1632.</b> Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p>
5	<p><b>Warranty:</b> All medicines shall have a warranty of twelve (12) months upon acceptance.</p> <p><b>Expiration Date</b> The expiration date of items should not be less than two (2) years from the date of delivery. Goods which are less than two (2) years from the expiry</p>

	<p>period shall be returned to the supplier. The supplier shall also replace the returned items/goods.</p> <p><b>Defective Items</b> Defective items should be returned to the distributor and shall be replaced within fifteen (15) days from receipt of the Notice to Rectify coming from the end-user and/or Technical Inspection and Acceptance Committee (TIAC).</p>
6	<p>Other requirements:</p> <p><b>During Bid Opening:</b></p> <ul style="list-style-type: none"> <li>• Certificate of Dealership/Distributorship shall also be submitted.</li> <li>• ISO Certification of Supplier/Dealer shall be submitted.</li> <li>• Certificate of License to Operate of the Supplier/Dealer issued by FDA must be submitted.</li> <li>• Certificate of Product Registration (CPR) issued by FDA per item must be submitted.</li> <li>• The bidder shall provide corresponding whole product photo and close-up photo showing the technical contents/composition as labelled on the product packaging of the brand to be offered for each item to be bid for the purpose of evaluation and determination of conformity with the technical specification.</li> </ul> <p><b>During Conduct of Post-Qualification:</b></p> <ul style="list-style-type: none"> <li>• TWG to conduct site inspection to ascertain the authenticity/existence of the store and supporting documents.</li> <li>• The bidder must present actual sample product or brochure for each item for pre-approval of the TWG to comply with acceptance parameters.</li> </ul>

## Section VII. Technical Specifications

PARTICULARS AND DESCRIPTION	<b>STATEMENT OF COMPLIANCE</b>  <i>(Please indicate either: "Comply" or "Not Comply")</i>
14. Cinnarizine 25mg/tab <ul style="list-style-type: none"> <li>• Each tablet must contain 25mg of Cinnarizine</li> <li>• Stored in Blister Pack</li> <li>• 100 tablets per box</li> </ul>	<p><b><i>Statement of Compliance:</i></b></p> <hr/> <p><b><i>Brand Offered:</i></b></p> <hr/>

## Section VIII. Checklist of Technical and Financial Documents

Each Bidder shall submit one (1) original and six (6) copies of the first and second components of its bid through their duly authorized representatives.

All envelopes shall:

- a. contain the name of the contract to be bid in **capital letters**;
- b. bear the name and address of the Bidder in capital letters;
- c. be addressed to the BAC with the following details:

**HEADQUARTERS COAST GUARD MEDICAL SERVICE BIDS AND AWARDS COMMITTEE  
(HCGMED BAC)  
COAST GUARD MEDICAL SERVICE**

- d. bear the specific identification of this bidding process; and
- e. bear a warning “**DO NOT OPEN BEFORE...**” the date and time for the opening of bids.

**Note:** Non-submission of the additional copies shall not be a ground for the bidder’s disqualification.

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- (a) Valid updated Philippine Government Electronic Procurement System (PhilGEPS) Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the 2016 Revised IRR of RA No. 9184, Provided that all of the eligibility documents submitted to PhilGEPS are maintained and updated in accordance with GPPB Resolution No. 15-2021;

The PhilGEPS Certificate of Platinum Registration and Membership in accordance with Section 8.5.2 of the 2016 revised IRR of RA No. 9184 and GPPB Resolution No. 15-2021 shall contain the following caveat to reflect that through the submission of said Certificate, the Bidder certifies:

1. The authenticity, genuineness, validity, and completeness of the copy of the original eligibility documents submitted;
2. The veracity of the statements and information contained therein;
3. that the Certificate is not a guaranty that the named registrant will be declared eligible without first being determined to be such for that particular bidding nor is it evidence that the same has passed the post-qualification stage; and
4. That any finding of concealment, falsification, or misrepresentation of any of the eligibility documents submitted, or the contents thereof shall be a ground for disqualification of the Bidder from further participation in the

bidding process, without prejudice to the imposition of appropriate administrative, civil and criminal penalty in accordance with the laws. It shall likewise state that for the purpose of updating the said Certificate, all Class “A” Eligibility Documents covered by Section 8.5.2 of the 2016 revised IRR of RA 9184 supporting the veracity, authenticity and validity of the Certificate shall remain current and updated, and that failure by the prospective bidder to update its Certificate with the current and updated Class “A” Eligibility Documents covered by the afore-cited Section of the same IRR shall result in the automatic suspension of the validity of its Certificate until such time that all of the expired Class “A” Eligibility Documents has been updated.

**During the conduct of Post-Qualification**, the Lowest Calculated Bidder/s shall likewise be requested to submit copies of the following for verification:

1. Securities and Exchange Commission (SEC) Registration Certificate for corporations, partnerships and/or joint ventures, Department of Trade and Industry (DTI) Registration Certificate for sole proprietorship, or Cooperative Development Authority (CDA) Registration Certificate for cooperatives;
2. Valid Mayor’s or 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 Exclusive Economic Zones or Areas.
3. Valid Tax Clearance Certificate per Executive Order (E.O.) No. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); AND
4. Latest AFS stamped “received” by the BIR or its duly accredited and 39 authorized institutions, for the preceding calendar year. In case the AFS for the preceding calendar year is not yet available, said AFS should not be earlier than two (2) years from the deadline for the Submission and Receipt of Bids.

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.

The Statement of all On-going Government and Private Contracts shall indicate for each contract, the following:

- name of the contract;
- date of the contract;
- contract period;
- owner’s name and address;
- kinds of goods;
- amount of contract and value of outstanding contracts;
- date of delivery (please state estimated date of delivery)

For purposes of post-qualification, the bidders are required to submit copies of the Notices of Award (NOA), Contract/Purchase Order and Notice to Proceed (NTP) for all on-going government contracts. On the other hand, for on-going private

contracts, bidders shall submit a copy of its contract and/or other equivalent documents of the NOA and NTP, if any.

Non-submission of copies of the NOA, Contract/Purchase Order and NTP on the deadline for the Submission and Receipt of Bids shall not be a ground for the bidder's disqualification. However, the bidder having the Lowest/Single Calculated Bid shall be requested by the Technical Working Group (TWG) to provide copies of the aforesaid documents as part of the verification and validation process during post-qualification.

- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents;

The statement identifying the Single Largest Completed Contract (SLCC) shall indicate the following:

1. name of the contract;
2. date of the contract;
3. contract period;
4. owner's name and address;
5. kinds of goods;
6. amount of completed contracts, adjusted by the bidder to current prices using PSA's consumer price index, if necessary for purposes of meeting the SLCC requirement;
7. date of delivery (actual date of delivery for the single largest completed contract); and
8. end user's acceptance or official receipt(s) or sales invoice issued for the contract, which shall be attached to the statement of SLCC.

The bidder's identified SLCC shall be similar to the contract to be bid and should have been completed within three (3) years prior to the deadline for the submission and receipt of bids and equivalent to at least twenty-five percent (25%) of the ABC or amounting to at least **Seven Hundred Fifty Thousand Pesos (PhP 750,000.00)**.

During the conduct of Post-Qualification, the Lowest Calculated Bidder shall be required to present the entire set of the Contract, Purchase Order or Memorandum of Agreement to the Statement Identifying the SLCC.

Bidders are also required to Include in the aforesaid Statement of All On-going Government and Private Contracts and Statement Identifying the SLCC the following information:

1. Contact Person; and
  2. Contact Details (telephone/fax/cellphone number and/or email address)
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission, based on the following schedule:

<p>a) Cash, cashier's/ manager's check issued by a Universal or Commercial Bank;</p> <p>b) Bank draft/ guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank</p> <p>[at least Two Percent (2%) of the ABC]</p>	<p>c) Surety Bond, callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission authorized to issue said security specific for the project</p> <p>[at least Five Percent (5%) of the ABC]</p>
<b>PhP 60,000.00</b>	<b>PhP 150,000.00</b>

**OR:**

Original copy of Notarized Bid Securing Declaration; **and**

- (e) Duly signed Section VI (Schedule of Requirements; **and**
- (f) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (g) Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Special Power of Attorney for sole proprietorships, Notarized Secretary's Certificate/Board Partnership Resolution in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Reminder: If the prospective bidder's representative who will attend the Submission, Receipt, Opening and Preliminary Examination of Bids is different from the authorized representative to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, then the prospective bidder can include the name/s of said representative in the above-mentioned proofs of authorization (e.g., *original copy of the duly notarized Secretary's Certificate for corporations, Board/Partnership Resolution for partnerships, corporations, and/or joint ventures or an original copy of the Special Power of Attorney for sole proprietorships, whichever is applicable*)

### Financial Documents

- (h) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) which must be at least to the ABC amounting to **Three Million Pesos (PhP 3,000,000.00)**

Bidders must submit a computation of its NFCC, which must be at least equal to the ABC, calculated as follows:

NFCC = [(Current assets minus current liabilities) **(15)**] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their audited financial statements prepared in accordance with international financial reporting standards.

**OR;**

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid or in the amount of **Three Hundred Thousand Pesos (PhP 300,000.00)** if issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.

### ***Class "B" Documents***

- 25 If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

**OR;**

Duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security.

Each partner of the joint venture shall submit their respective valid and updated PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: *Provided*, That the partner responsible to

submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements.

## II. FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form;  
**and**  
(b) Original of duly signed and accomplished Price Schedule(s).

All financial bids shall be rounded up to two (2) decimal places.


### Additional Requirements to be Complied by the Winning Supplier:

Within ten (10) calendar days from receipt of the Notice of Award (NOA), the winning supplier shall submit a Performance Security in accordance with the following schedule pursuant to Section 39 of the 2016 Revised IRR of R.A. 9184 **which shall be denominated in Philippine Pesos, posted in favor of the Coast Guard Medical Service and shall remain valid until issuance by the Coast Guard Medical Service of the Certificate of Final Acceptance**, to wit:

a) Cash, cashier's/ manager's check issued by a Universal or Commercial Bank;	c) Surety Bond, callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission authorized to issue said security specific for the project
b) Bank draft/ guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank	[at least Thirty Percent (30%) of the Contract Price]
[at least Two Percent (5%) of the Contract Price]	

The end-user or implementing units shall be responsible in monitoring the validity of the performance security.

For guidance and information of all concerned.

  
**CG CAPT AIDELINA YVONETTE J LAZARO MC**  
CHAIRMAN, HCGMED BIDS AND AWARDS COMMITTEE

Received by the bidders:

Name: \_\_\_\_\_

Date: \_\_\_\_\_