



MUNICIPAL SECRETARY OF **ADMINISTRATION**
GOVERNMENT PURCHASING DIRECTORATE



PREFEITURA DE
VILA VELHA

COMPETITION SUMMARY TABLE

ELECTRONIC BIDDING NO. 042/2025.

ID: 90042/2025

SIASG: 985703

PROCESS NO. 99.694/2024

CITY/TCES CODE: ID 2025.076E0500001.02.0002.

OBJECT: REGISTRATION OF PRICES FOR THE ACQUISITION OF MEDICINES (Methyldopa; Metoclopramide; Metoprolol; Metoprolol; Benzoylmetronidazole; Miconazole; Miconazole; Midazolam; Mikania glomerata (guaco) syrup; Neomycin, sulfate 5 mg/g + zinc bacitracin 250 IU/g) TO MEET THE VILA VELHA HEALTH DEPARTMENT.

PRICE REGISTRATION: [YES]

CONTRACTOR / MANAGER: Municipal Health Department - SEMSA

ESTIMATED CONTRACT VALUE: R\$ 3,012,485.67 (Three million, twelve thousand, four hundred and eighty-five reais and sixty-seven cents).

DATE AND TIME OF PUBLIC SESSION (Brasília time):

Start of Proposal Reception: 04/03/2025 at 8:00 am;

End of Proposal Reception and Start of Dispute Session: 04/17/2025 at 10:00 am.

DEADLINE FOR CHALLENGES AND REQUESTS FOR CLARIFICATION: 04/14/2025.

JUDGING CRITERIA: [Lowest price]

EXECUTION REGIME: [global price contract]

DISPUTE MODE: [open and closed]

PREFERENCE ME/EPP/EQUIVALENT: [quotas reserved for ME/EPP/EQUIVALENT].

ADDRESSES **ELECTRONICS** **OF** **FOLLOW-UP** **TO** **CERTAINLY:**
<https://www.gov.br/compras/pt-br> – platform of realization TO contest, and
[www.vilavelha.es.gov.br/licitacoes.](http://www.vilavelha.es.gov.br/licitacoes)



NOTICE

ELECTRONIC BIDDING NO. 042/2025

THE CITY HALL OF VILA VELHA, a legal entity under internal public law, with headquarters at Avenida Santa Leopoldina, no. 840, Coqueiral de Itaparica, Vila Velha/ES, herein represented by

Municipal Health Department - SEMSA makes public that this bidding process is open in the **AUCTION modality**, in **ELECTRONIC form, OPEN / CLOSED** dispute mode and judgment criterion of the **LOWEST PRICE** type by **GLOBAL**, through the Platform <https://www.gov.br/compras/pt-br>, according to Administrative Process No. 99.694/2024. The bidding procedure will be carried out by Auctioneer **FABIANA TOLEDO** and support team **BEATRIZ RODRIGUES GUARIZE** from the Government Purchasing Directorate of the Municipal Administration Department - SEMAD, duly designated through Ordinance No. **213/2024**, and governed by **Federal Law No. 14.133/2021, Municipal Decree No. 307/2023**

(Regulation of Law No. 14,133/2021), Municipal Decree No. 17/2024 (Regulates the Composition of Functions of Government Procurement), Joint Ordinance No. 002/2024 (Ordinance for Standardization of the Notice), applying, subsidiarily, Law No. 8,078/1990 (Consumer Defense Code), Complementary Law No. 123/2006 (General Law of EI, ME and EPP), Municipal Law No. 5,099/2011, Municipal Law No. 4,817/2009 (General Law of the Municipality EI, ME and EPP), Municipal Law No. 6,050/2018 (Integrity Program - *Compliance*), Municipal Decree No. 360/2023 (Administrative Sanctions), governed by the conditions established in this Notice and its Annexes.

1. OF THE OBJECT

1.1. The object of this bidding is the REGISTRATION OF PRICES FOR THE ACQUISITION OF MEDICINES (Methylodopa; Metoclopramide; Metoprolol; Metoprolol; Benzoylmtronidazole; Miconazole; Miconazole; Midazolam; Mikania glomerata (guaco) syrup; Neomycin, sulfate 5 mg/g + zinc bacitracin 250 IU/g) TO MEET THE HEALTH DEPARTMENT OF VILA VELHA, according to the conditions, quantities and requirements established in this Notice and its annexes.

1.2. The bidding will be divided into 19 items, according to the table contained in the Terms of Reference, with the bidder being allowed to participate in as many items as they are interested in.

1.3. The following dates and times will be observed for the procedures (Brasília time):

Start of Proposal Reception: 04/03/2024 at 8:00 am;

End of Proposal Reception and Start of Dispute Session: 04/17/2024 at 10:00 am.

1.4. For items 01 to 10, participation is exclusive to micro and small businesses, under the terms of art. 48 of Complementary Law No. 123/2006.

1.4.1. Obtaining the benefit referred to in the previous item is limited to micro-enterprises and small businesses that, in the calendar year in which the bidding process is held, have not yet entered into contracts with the Public Administration whose combined values exceed the maximum gross revenue permitted for the purposes of classification as a small business.



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1.5. Favorable treatment will be granted to micro and small businesses, to cooperative societies mentioned in article 16 of Law No. 14,133/2021, to family farmers, individual rural producers and to individual microentrepreneurs - MEI, within the limits set forth in Complementary Law No. 123 of 2006.

2. PARTICIPATION IN THE BIDDING PROCESS

2.1. The Electronic Auction will be held in a public session and information technology resources will be used, through electronic communication via *the INTERNET*, under security conditions - encryption and authentication - at all stages.

2.1.1. The work will be conducted by the Auctioneer, through the insertion and monitoring of data generated or transferred to the Federal Government Purchasing System (www.gov.br/compras).

2.1.2. Participation in the Electronic Auction will take place by entering the identification code and personal and non-transferable password of the representative accredited by Banco do Brasil (System Provider).

2.1.3. Access data must be entered on the home page of the website <https://www.gov.br/compras/pt-br>,

2.2. Interested parties in the field of activities related to the object that meet all requirements, including the documentation contained in this Notice and its Annexes, may participate in this Auction.

2.3. The bidder is exclusively and formally responsible for the transactions carried out in his/her name, and assumes that his/her proposals and bids are firm and true, including acts carried out directly or by his/her representative, excluding the liability of the system provider or the body or entity promoting the bidding for any damages resulting from improper use of access credentials, even by third parties.

2.4. It is the bidder's responsibility to check the accuracy of their registration data in the systems listed in item 2.1.1 and keep them updated with the provider, and must immediately correct or change the records as soon as they identify an inaccuracy or they become out of date.

2.5. Failure to comply with the provisions of the previous item may result in disqualification at the time of qualification.

2.6. The following may not participate in this tender:

2.6.1. Anyone who does not meet the conditions of this Notice and its annex(s);

2.6.2. Author of the preliminary project, basic project or executive project, natural or legal person, when the bidding process concerns services or the supply of goods related thereto;

2.6.3. Company, individually or in a consortium, responsible for preparing the basic project or the executive project, or company of which the author of the project is a director, manager, controller, shareholder or holder of more than 5% (five percent) of the capital with voting rights, technical manager or subcontractor, when the bidding process concerns services or the supply of goods necessary for it;

2.6.4. **Individual or legal entity that is, at the time of the bidding, unable to participate in the bidding due to a sanction imposed on it by the Municipal Government of Vila Velha/ES, or that has been declared unfit by any entity of the Public Administration;**



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2.6.5. Anyone who maintains a technical, commercial, economic, financial, labor or civil relationship with a director of the contracting body or entity or with a public agent who performs a function in the bidding process or acts in the supervision or management of the contract, or who is their spouse, partner or relative in a direct line, collateral line or by affinity, up to the third degree;

2.6.6. Parent companies, subsidiaries or affiliates, under Law No. 6,404 of December 15, 1976, competing with each other;

2.6.7. Individual or legal entity that, in the 5 (five) years prior to the publication of the notice, has been convicted in court, with a final judgment, for exploitation of child labor, for subjecting workers to conditions analogous to slavery or for hiring adolescents in cases prohibited by labor legislation;

2.6.8. Public agent of the bidding body or entity;

2.6.9. Civil Society Organizations of Public Interest - OSCIP, acting in this capacity;

2.6.10. A public agent of the contracting body or entity may not participate, directly or indirectly, in the bidding process or in the execution of the contract, and situations that may constitute a conflict of interest during or after the exercise of the position or employment must be observed, in accordance with the legislation that governs the matter, in accordance with § 1 of art. 9 of Law No. 14,133/2021.

2.6.11. The impediment referred to in item 2.6.10 shall also apply to bidders who act as substitutes for another person, whether natural or legal, with the intention of circumventing the effectiveness of the sanction applied to them, including their controlling, controlled or affiliated company, provided that the illicit act or fraudulent use of the legal personality of the bidder is duly proven.

2.6.12. At the discretion of the Administration and exclusively at its service, the author of the projects and the company referred to in items 2.6.13 and 2.6.14 may participate in supporting contracting planning, bidding execution or contract management activities, provided that they are under the exclusive supervision of public agents of the body or entity.

2.6.13. Companies belonging to the same economic group are considered to be the same as the authors of the project;

2.6.14. Legal entities grouped together in a consortium.

2.7. The provisions of items 2.6.12 and 2.6.13 do not prevent the bidding or contracting of services that include as a responsibility of the contractor the preparation of the basic project and the executive project, in integrated contracts, and the executive project, in other execution regimes.

2.8. In bids and contracts carried out within the scope of projects and programs partially financed by an official foreign cooperation agency or by an international financial organization with resources from national financing or counterpart, individuals or legal entities that are on the list of persons sanctioned by these entities or that are declared unfit under the terms of Law No. 14,133/2021 may not participate.

2.9. The prohibition set out in item 2.8 extends to third parties who assist in conducting the contracting process as members of a support team, specialized professional or employee or representative of a company providing technical advice.



3. SUBMISSION OF THE PROPOSAL AND QUALIFICATION DOCUMENTS

3.1. In this bidding process, the qualification phase will follow the proposal and bid submission and judgment phases.

3.2. Bidders shall submit, exclusively through the electronic system, the proposal with **the PRICE**, until the date and time established for the opening of the public session.

3.3. When registering the initial proposal, as a requirement for participation in the Auction, the bidder shall declare, in a specific field of the electronic system, without prejudice to the requirement of other declarations provided for in specific legislation and in Law No. 14,133/2021, compliance with the qualification requirements and the conformity of its proposal with the requirements of this Notice.

3.3.1. False declaration will subject the bidder to the sanctions provided for in this Notice in accordance with Decree No. 360/2023, as well as in Law No. 14,133/2021.

3.3.2. Sending declarations through the system binds the proponent to all legal effects, since the password and electronic key are for exclusive use.

3.4. Bidders may withdraw or replace the proposal previously entered into the system, up until the opening of the public session.

3.5. There will be no ranking order in the stage of submission of the proposal and qualification documents by the bidder, which will only occur after the procedures for opening the public session and the bid submission phase.

3.6. The documents that make up the proposal of the bidders called to submit proposals will be made available for public access after the bid submission phase.

3.7. To prepare the commercial proposal, the bidder must consider the prices established as maximums in the Notice, without any increases due to inflationary expectations.

3.8. From the commercial proposal in **COMPRAS GOV**:

3.8.1. The commercial proposal provided for in the Notice must be submitted in a specific electronic form, using the "Customer Area" option on the home page of the website <https://www.gov.br/compras/pt-br>, in accordance with the deadline dates and times established in subitem 1.3 of this Notice;

3.8.2. The proposal that, after the bidding session, has [UNIT VALUE above the maximums established in **ANNEX II** of this Notice;

3.8.3. The proposal and bids made by the bidder, through the electronic system, must indicate the **[PRICE OF [GROUP/LOT/ITEM]**, expressed in Reais (R\$) with a maximum of 2 (two) decimal places after the comma, except for medicine/graphic material and fuel, which will be allowed a maximum of 4 (four) decimal places after the comma.

3.9. In the case of proposals with equal values, if there are no bids, and after observing all the requirements established for the differentiated treatment of ME or EPPs, for classification purposes, the one received and registered first will prevail.



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3.10. If the bidder appears as the successful bidder for two lots/items simultaneously of the same object, one exclusive and the other non-exclusive for ME-EPP, **the value to be considered for contracting will be the lowest value offered for the item.**

3.11. It will be up to the bidder interested in participating in the bidding to monitor the operations in the electronic system during the bidding process and be responsible for the burden resulting from the loss of business due to failure to observe messages issued by the Administration or its disconnection.

3.12. The bidder must immediately notify the system provider of any event that may compromise confidentiality or security, for immediate blocking of access.

4. COMPLETING THE WRITTEN PROPOSAL

4.1. The successful bidder must submit a written proposal, written in the national language, printed on the bidder's letterhead by mechanical or computerized means, in a clear and unequivocal manner, without amendments, erasures or interlineations, in strict compliance with the specifications contained in this Notice, with the last page signed and the others initialed by its holder or legal representative of the bidder, duly identified:

4.1.1. The proponent must use the information contained in the proposal model presented as **ANNEX II** to this Notice, under penalty of disqualification.

4.1.2. Description of the object, containing the specifications of the product offered, in accordance with the information in the Terms of Reference.

4.1.3. All object specifications contained in the proposal are binding on the bidder.

4.2. The proposed values will include all operational costs, social security, labor, tax, commercial and any other charges that directly or indirectly affect the execution of the object.

4.3. The prices offered, both in the initial proposal and at the bidding stage, will be the sole responsibility of the bidder, who will not have the right to request any change, under the allegation of error, omission or any other pretext.

4.4. If the company's tax regime involves the collection of taxes in variable percentages, the appropriate quotation will be the one that corresponds to the average of the company's actual collections in the last twelve months.

4.5. Regardless of the tax percentage entered in the spreadsheet, the percentages established in current legislation will be withheld at source upon payment.

4.6. The submission of proposals implies the obligation to comply with the provisions contained therein, in accordance with the provisions of the Terms of Reference, with the bidder assuming the commitment to execute the object of the bid in accordance with its terms, as well as to provide the necessary materials, equipment, tools and utensils, in quantities and qualities appropriate for the perfect execution of the contract, promoting, when required, their replacement.

4.7. The validity period of the proposal will not be less than **120 (one hundred and twenty) days**, counting from the date of its submission.



5. OPENING OF THE SESSION, CLASSIFICATION OF PROPOSALS AND FORMULATION OF BIDS

- 5.1.** The opening of this bidding process will take place automatically in a public session, through an electronic system, on the date, time and place indicated in this Notice.
- 5.2.** The system will automatically order the classified proposals, and only these will participate in the bidding phase.
- 5.3.** The system will provide a specific field for exchanging messages between the Auctioneer and bidders.
- 5.4.** Once the competitive stage has begun, bidders must submit bids exclusively through an electronic system and will be immediately informed of their receipt and the amount recorded in the registry.
- 5.5.** The bid must be made for the [unit] value of [item].
- 5.6.** Bidders may submit successive bids, observing the time set for opening the session and the rules established in the Notice.
- 5.7.** The bidder may only bid [value lower] than the last bid offered by him/her and registered by the system.
- 5.9.** The minimum range of difference in [values] between bids, which will apply to both intermediate bids and the proposal that covers the best offer, must be R\$0.01 (one cent).
- 5.8.** The bidder may, once only, delete, or request the contracting agent to delete, his/her last bid offered, within fifteen seconds after registration in the system, in the event of an inconsistent or unfeasible bid.
- 5.9.** The procedure will follow in accordance with the dispute mode adopted: [open and closed].
- 5.10.** If the "open and closed" bidding mode is adopted for submitting bids in the electronic auction, bidders will submit public and successive bids (open phase), with a final and closed bid (closed phase).
- 5.10.1.** The bidding stage of the public session will initially last fifteen minutes. After this period, the system will send a notice of imminent closing of bids, after which a randomly determined period of up to ten minutes will elapse, after which the reception of bids will automatically close.
- 5.10.2.** Once the deadline set out in the previous subitem has ended, the system will provide an opportunity for the author of the lowest bid and those with offers up to 10% (ten percent) higher than that to offer a final and closed bid within five minutes, which will be confidential until the end of this deadline.
- 5.10.3.** In the procedure referred to in the subitem above, the bidder may choose to maintain his/her last bid from the open stage, or to offer a better bid.
- 5.10.4.** If there are not at least three offers under the conditions defined in this item, the authors of the best subsequent bids, in order of classification, up to a maximum of three, may offer a final and closed bid within five minutes, which will be confidential until the end of this period.



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5.10.5. After the deadlines established in the previous items have ended, the system will sort and publish the bids in ascending order of value.

5.11. After the deadlines established in the previous subitems have ended, the system will order and publish the bids in ascending order of value.

5.12. Two or more bids of the same value will not be accepted, with the bid received and registered first prevailing.

5.13. During the public session, bidders will be informed, in real time, of the value of the lowest bid registered, without identifying the bidder.

5.14. In the event of disconnection with the Auctioneer, during the competitive stage of the Auction, the electronic system may remain accessible to bidders to receive bids.

5.15. When the disconnection of the electronic system for the auctioneer persists for more than ten minutes, the public session will be suspended and restarted only after twenty-four hours have passed since the Auctioneer communicated the fact to the participants, on the electronic website used for dissemination.

5.16. If the bidder does not submit any bids, he/she will compete with the value of his/her proposal.

5.16.1. Under these conditions, proposals from micro-enterprises and small businesses that are within the range of up to 5% (five percent) above the best proposal or best bid will be considered tied with the first placed bidder.

5.16.2. The best-placed bidder under the terms of the previous subitem will have the right to submit a final bid to break the tie, which must be for a lower value than the bidder in first place, within a period of 5 (five) minutes controlled by the system, counted after the automatic notification to do so.

5.16.3. If the best-ranked microenterprise or small business withdraws or does not respond within the established deadline, the other microenterprise and small business bidders that are within that 5% (five percent) range will be called, in order of classification, to exercise the same right, within the deadline established in the previous subitem.

5.16.4. In the event of equivalence of the values presented by micro-enterprises and small businesses that are within the ranges established in the previous sub-items, a draw will be held between them to identify the one that can first present the best offer.

5.17. There may only be a tie between equal proposals (not followed by bids), or between final bids of the closed phase of the open and closed bidding mode.

5.17.1. In the event of a tie between proposals or bids, the tiebreaker criterion will be that provided for in art. 60 of Law No. 14,133/2021, in this order:

5.17.1.1. Final dispute, in which case tied bidders may submit a new proposal immediately after classification;

5.17.1.2. Assessment of the prior contractual performance of bidders, for which registration records should preferably be used to attest to compliance with obligations provided for in this Law;



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5.17.1.3 Development by the bidder of actions for equity between men and women in the workplace, in accordance with the regulations;

5.17.1.4. Development by the bidder of an integrity program, in accordance with the guidelines of the control bodies.

5.17.2. If the tie persists, preference will be granted, successively, to the goods and services produced or provided by:

5.17.2.1. Companies established in the territory of the State or Federal District of the bidding body or entity of the state or district Public Administration or, in the case of a bidding process carried out by a body or entity of a Municipality, in the territory of the State in which it is located;

5.17.2.2. Brazilian companies;

5.17.2.3. Companies that invest in research and technology development in the country;

5.17.2.4. Companies that prove the practice of mitigation, in accordance with Law No. 12,187, of December 29, 2009.

5.18. Once the bid submission stage of the public session has ended, if the first-place bidder's proposal remains above the maximum price or below the discount defined for the contract, the auctioneer may negotiate more advantageous conditions, after the result of the judgment has been defined.

5.18.1. Negotiations may be made with the other bidders, according to the order of classification initially established, when the first placed bidder, even after negotiation, is disqualified because his/her proposal remains above the maximum price defined by the Administration.

5.18.2. The negotiation will be carried out through the system and may be monitored by other bidders.

5.18.3. The result of the negotiation will be disclosed to all bidders and attached to the bidding process records.

5.18.4. The auctioneer shall call the highest-ranking bidder to submit the proposal appropriate to the last bid offered after the negotiation, accompanied by the qualification documents, as set forth in **ANNEX IV** of this Notice, accompanied, if applicable, by the complementary documents, when necessary to confirm those required in this Notice and already submitted, **by 6:00 p.m. on the business day following the call.**

5.19. The auctioneer is authorized to extend the established deadline, based on a reasoned request made in the chat by the bidder, before the deadline ends.

5.20. After receiving the appropriate Commercial Proposal, the Auctioneer will begin the proposal acceptance and evaluation phase.

6. JUDGMENT PHASE

6.1. Once the negotiation stage is complete, as a prerequisite for examining the qualification documents, the auctioneer will verify whether the bidder provisionally ranked in first place meets the conditions for participation in the event, as provided for in art. 14 of Law No. 14,133/2021, especially regarding



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existence of a sanction that prevents participation in the competition or future hiring, by consulting the following records:

- a) National Registry of Unfit and Suspended Companies – CEIS, maintained by the Comptroller General of the Union (<https://portaldatransparencia.gov.br/sancoes/consulta?cadastro=1&ordenarPor=nomeSancionado&direcao=asc>);
- b) National Registry of Civil Convictions for Acts of Administrative Impropriety, maintained by the National Council of Justice (www.cnj.jus.br/improbidade_adm/consultar_requerido.php); c) Negative Certificate of Unsuitable Bidder, issued by the Federal Court of Auditors (<https://contas.tcu.gov.br/ords/f?p=INABILITADO:CERTIDAO:0;>); d) Espírito Santo Suppliers Registry – CRC/ES (<https://www.siga.es.gov.br/sqc/faces/pub/sqc/tabbasicas/FornecedoresPageList.jsp>);
- e) Supplier Registry of the Municipality of Vila Velha/ES – COPARC.

6.2. The criterion of [LOWEST PRICE for [ITEM] will be adopted for evaluating the proposals, in accordance with the conditions defined in this Notice and its Annexes.

6.3. Consultation of the records will be carried out in the name of the bidding company and also of its majority shareholder, by virtue of the prohibition set out in article 12 of Law No. 8,429/92.

6.4. If the bidder's Status Inquiry indicates the existence of Indirect Impeding Occurrences, the Auctioneer will take steps to verify whether there was fraud on the part of the companies indicated in the Indirect Impeding Occurrences Report. (IN nº 3/2018, art. 29, *caput*)

6.4.1. The attempted fraud will be verified through corporate ties, similar supply lines, among others. (IN nº 3/2018, art. 29, §1º).

6.4.2. The bidder will be called to express his/her opinion prior to any disqualification. (IN nº 3/2018, art. 29, §2º).

6.4.3. If the existence of a sanction is confirmed, the bidder will be deemed ineligible due to lack of conditions for participation.

6.5. If the participation conditions are met, the qualification procedure will begin.

6.6. If the bidder provisionally ranked in first place has used any treatment favored by ME/EPPs, the auctioneer will verify whether he is entitled to the benefit, in accordance with the items **Error! Reference source not found.** of this notice.

6.7. Once the conditions for participation and use of the favored treatment have been verified, the auctioneer will examine the proposal ranked first in terms of its suitability for the object and the compatibility of the price in relation to the maximum stipulated for contracting in this Notice and its annexes (articles 29 to 35 of IN SEGES nº 73/2022).

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6.8. The disqualification of the proposal will be justified and recorded in the system, with real-time monitoring by all participants.

6.9. The proposal will be disqualified if:

- a) Failure to comply with the provisions contained in this Call for Applications and its Annexes;
- b) Present advantages based on the offers of other bidders;



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- c) Present irregularity, omission or defect that makes it difficult to judge;
- d) Contains irremediable defects;
- e) Present prices that are clearly unfeasible under the law, considered as such those that do not have their feasibility demonstrated through complementary documentation, when required by the Administration;
- f) That has [a unit and/or global value higher than] those established as maximums in **ANNEX II** of this Notice, even after negotiation.

6.10. In the case of goods and services in general, values lower than 50% (fifty percent) of the value budgeted by the Administration are an indication that the proposals are unfeasible.

6.10.1. The unenforceability will only be considered after due diligence by the auctioneer, which proves:

- a) That the bidder's cost exceeds the value of the proposal; and
 - b) There are no opportunity costs capable of justifying the size of the offer.
 - c) When contracting engineering services, in addition to the above provisions, the feasibility and overpricing analysis will consider the following:
 - d) In the execution regimes by task, global price contract or full, semi-integrated or integrated contract, the characterization of the overprice will occur when the estimated global value is exceeded;
 - e) In the unit price contract regime, the characterization of the overprice will occur by exceeding the estimated global value and exceeding the unit cost considered relevant, according to the spreadsheet attached to the notice.
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6.10.2. In the case of engineering services, proposals whose values are less than 75% (seventy-five percent) of the value budgeted by the Administration will be considered unfeasible, regardless of the execution regime.

6.10.3. An additional guarantee will be required from the winning bidder whose proposal is less than 85% (eighty-five percent) of the amount budgeted by the Administration, equivalent to the difference between the latter and the proposal value, without prejudice to other guarantees required in accordance with the Law.

6.11. If there are signs that the price proposal is unfeasible, or if additional clarifications are needed, steps may be taken so that the company can prove the feasibility of the proposal.

6.12. If the estimated overall cost of the object being bid has been broken down into its respective unit costs using a Cost and Price Formation Spreadsheet prepared by the Administration, the bidder ranked first will be called to present a Spreadsheet prepared by him/her, with the respective values appropriate to the final value of his/her proposal, under penalty of non-acceptance of the proposal.

6.12.1. In the case of engineering services, the successful bidder will be called to present to the Administration, by electronic means, the spreadsheets indicating the quantities and unit costs, following the model prepared by the Administration, as well as with details of the Bonuses and Indirect Expenses (BDI) and Social Charges (ES), with the respective values adapted to the final value of the proposal, allowing the use of unit prices, in the case of global price contract, full contract, semi-integrated contract and integrated contract, exclusively for any indispensable adjustments to the physical-financial schedule and to guide exceptional subsequent amendments to the contract.

6.13. Errors in filling out the spreadsheet do not constitute grounds for disqualification of the proposal. The spreadsheet may be adjusted by the supplier, within the timeframe indicated by the system, as long as there is no increase in the price.



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- 6.13.1.** The adjustment referred to in this provision is limited to correcting errors or flaws that do not alter the substance of the proposals;
- 6.13.2.** An error in filling out the spreadsheet that can be corrected is considered to indicate the collection of taxes and contributions in the form of the Simples Nacional, when this regime is not applicable.
- 6.14.** The successful bidder must present sample(s) of the product(s) offered, as set out in the Terms of Reference, under penalty of non-acceptance of the proposal.
- 6.15.** The location and time of the procedure for evaluating samples will be announced via a message in the system, and all interested parties, including other bidders, will be allowed to attend.
- 6.16.** The results of the evaluations will be published via a message in the system.
- 6.17.** If the sample is not delivered or there is a delay in delivery, without justification accepted by the Auctioneer, or if a sample is delivered outside the specifications set out in this Notice, the bidder will be disqualified.
- 6.18.** If the sample(s) presented by the successful bidder is/are not accepted, the Auctioneer will analyze the acceptability of the proposal or bid offered by the second-placed bidder. The sample(s) will then be verified and so on, until one that meets the specifications set out in the Terms of Reference is verified.

6. QUALIFICATION PHASE

7.1. The documents provided for in the Terms of Reference, necessary and sufficient to demonstrate the bidder's capacity to carry out the object of the bidding, will be required for qualification purposes, in accordance with articles 62 to 70 of Law No. 14,133/2021, and articles 73 to 79 of Municipal Decree No. 307/2023, as provided in **ANNEX IV**.

7.1.1. The documentation required for legal, tax, social, labor and economic-financial qualification purposes may be replaced by registration with SICAF and/or COPARC.

7.2. When the participation of foreign companies that do not operate in the country is permitted, the qualification requirements will be met through equivalent documents, initially presented in free translation.

7.2.1. In the event that the winning bidder is a foreign company that does not operate in the country, for the purposes of signing the contract or the price registration record, the documents required for qualification shall be translated by a sworn translator in the country and apostilled in accordance with the provisions of Decree No. 8,660, of 29.

January 2016, or any other date that may replace it, or consularized by the respective consulates or embassies.

7.3. When the participation of a consortium of companies is permitted, technical qualification, when required, will be done by adding up the amounts of each consortium member and, for the purposes of economic-financial qualification, when required, the sum of the amounts of each consortium member will be observed.



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7.3.1. If the consortium is not formed entirely by micro-enterprises or small businesses and the terms of reference require economic and financial qualification requirements, there will be a 10% increase for the consortium in relation to the amount required for individual bidders.

7.4. The documents required for qualification purposes may be presented in original, by any process of copy authenticated by a notary public, **Digital Certification** or by an employee of the Government Procurement Directorate, duly identified by name and registration number, in view of the originals or by simple copy when confirmation of their content can be made by the Administration with the issuing public bodies, via the "Internet", or publication in official press bodies, with "protocols" or "document requests" not being accepted as replacements for the required documents.

7.5. It will be verified whether the bidder presented a **DECLARATORY TERM**, in accordance with **ANNEX III** of the Notice, and the declarant will be responsible for the veracity of the information provided, in accordance with the law (art. 63, I, of Law No. 14,133/2021).

7.6. The bidder must submit, under penalty of disqualification, a declaration that its economic proposals include the full costs for meeting labor rights guaranteed in the Federal Constitution, labor laws, sub-legal standards, collective labor agreements and terms of conduct adjustment in force on the date of submission of the proposals.

7.7. Proof of fulfillment of requirements will only be required by presenting the original non-digital documents when there is doubt regarding the integrity of the digital document or when the law expressly requires it. (IN nº 3/2018, art. 4, §1, and art. 6, §4).

7.7.1. Failure to comply with the provisions of the previous item may result in disqualification at the time of qualification. (IN nº 3/2018, art. 7, sole paragraph).

7.8. Verification by the auctioneer on official websites of bodies and entities issuing certificates constitutes a legal means of proof for qualification purposes.

7.9. The documents required for qualification will be sent **through the system, in digital format, by 6 pm on the following business day**, counting from the date of the auctioneer's call.

7.9.1. The requirement for qualifying documents will only be made in relation to the successful bidder.

7.10. After submitting the documents for qualification, the replacement or presentation of new documents will not be permitted, except in the case of due diligence, for (Law 14,133/21, art. 64, and IN 73/2022, art. 39, §4):

7.10.1. Complementary information about documents already submitted by bidders and provided that it is necessary to ascertain facts existing at the time of the opening of the bidding process; and

7.10.2. Updating of documents whose validity has expired after the date of receipt of the proposals;

7.11. When analyzing the qualification documents, the Auctioneer may correct errors or flaws that do not alter the substance of the documents and their legal validity, by means of a reasoned decision, recorded in minutes and accessible to all, granting them effectiveness for qualification and classification purposes.

7.12. If the bidder does not meet the qualification requirements, the auctioneer will examine the subsequent proposal and so on, in the order of classification, until a proposal is found that meets this notice, observing the deadline set out in subitem 7.8.1.



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7.13. Only the qualification documents of the bidder whose proposal meets the bidding notice will be made available for public access after the procedures referred to in the previous subitem have been completed.

7.14. Proof of tax and labor regularity of microenterprises and small businesses will only be required for contracting purposes, and not as a condition for participation in the bidding process (art. 4 of Decree No. 8,538/2015).

7.15.1. According to Complementary Law No. 123/2006, micro-enterprises or small businesses must present all required documentation for purposes of proving tax regularity, even if this presents some restriction.

7.15. In the case of a bidding process in which the qualification phase precedes the judgment phase and has already been concluded, a bidder will not be excluded for reasons related to qualification, except due to supervening facts or facts only known after the judgment.

8. APPEALS

8.1. The filing of an appeal regarding the judgment of proposals, the qualification or disqualification of bidders, the cancellation or revocation of the bidding process, will comply with the provisions of art. 165 of Law No. 14,133/2021, and the expression of intention to appeal must be registered **through the system**, in digital format, **within 60 minutes**, counting from the auctioneer's call.

8.1.1. The auctioneer will communicate in advance, via the system, the date and time for the opening of the period for expressing the intention to appeal.

8.2. The lack of immediate manifestation and/or motivation for appeal by the bidder will result in the forfeiture of the right to appeal.

8.3. Once the motivated statement of intent to appeal has been made, a period of **03 (three) working days** will be granted to present the reasons for the appeal.

8.4. Appeals must be submitted in the appropriate field in the system.

8.5. The appeal shall be addressed to the authority that issued the act or issued the appealed decision, which may reconsider its decision within 3 (three) business days, or, within the same period, forward the appeal to the higher authority, which must issue its decision within 10 (ten) business days, counting from the receipt of the case.

8.6. Appeals filed after the deadline will not be considered.

8.7. The deadline for the submission of counter-arguments to the appeal by other bidders will be 3 (three) business days, counted from the date of personal notification or the announcement of the filing of the appeal, ensuring immediate access to the elements essential to the defense of their interests.

8.8. The appeal and the request for reconsideration will have a suspensory effect on the act or decision appealed against until a final decision is made by the competent authority.

8.9. Acceptance of the appeal invalidates only acts that cannot be used.



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8.10. The deadline for filing counter-arguments will be the same as for the appeal and will begin on the date of personal notification or publication of the filing of the appeal.

8.11. The case files will remain open to interested parties, who must request them via email at fstoledo@vilavelha.es.gov.br and/or beatrizguarize@vilavelha.es.gov.br, or

<https://www.gov.br/compras/pt-br>, or formalize the request via administrative process with the General Protocol Sector, at Av. Santa Leopoldina, 840, Itaparica, Vila Velha/ES, CEP. 29.102-915, or via Electronic Protocol on the PMVV website, at <https://processos.vilavelha.es.gov.br/portal/login.aspx>.

9. ADMINISTRATIVE INFRACTIONS AND SANCTIONS

9.1. The bidder who, with intent or negligence: commits an administrative infraction within the scope of the holding of the contest, in accordance with Municipal Decree No. 360/2023:

I. failure to submit the documentation required for the competition; **II.** not to maintain the proposal, except as a result of a duly justified supervening fact; **III.** not entering into the contract or not submitting the documentation required for the contract, when called upon within the validity period of the proposal; **IV.** submit a false statement or documentation required for the contest or make a false statement during the bidding process; **V.** defraud the bidding process or commit a fraudulent act in the execution of the contract; **VI.** behave in an inappropriate manner or commit fraud of any nature; **VII.** commit illegal acts with a view to frustrating the objectives of the bidding process; **VIII.** commit a harmful act provided for in art. 5th of Law No. 12,846, of 2013.

9.1.1. The following behaviors shall be classified under item 9.1, item I, without prejudice to others that may be verified during the bidding process or contract execution: **I** - failure to submit documentation required in the bidding notice; **II** - submission of documentation in clear non-compliance with the requirements of the bidding notice; **III** - partial submission of documentation required in the bidding notice; **IV** - failure to submit additional documentation required by the Contracting Agent or Committee, necessary to prove the veracity and/or authenticity of documentation required in the bidding notice.

9.1.2. The following behaviors shall be classified under item II of item 9.1, without prejudice to others that may be verified during the bidding process or contract execution: **I** - failure to respond to calls from the Contracting Committee during the bidding process or responding to them unsatisfactorily; **II** - failure to forward or forwarding in clear non-compliance with the bidding instrument the samples requested by the Contracting Committee; **III** - abandoning the bidding process; **IV** - requesting disqualification after the opening of the bidding session.

9.1.3. The conduct set forth in item 9.1, section V, is considered to be the practice of any act intended to obtain an illicit advantage or that induces or maintains in error public agents of the Vila Velha City Hall, with the exception of the conduct set forth in item IV of said item.

9.1.4. The conduct referred to in item 9.1, section VI, is considered to be the practice of acts aimed at harming the smooth running of the tender or contract, without prejudice to other acts that may be verified during the bidding process or contract execution.



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9.2. The following sanctions will be applied to the person responsible for the administrative infractions provided for in item 9.1:

- I - fine;
- II - impediment to bidding and contracting;
- III - declaration of unsuitability to bid or contract.

9.2.1. The fine penalty will be calculated at a value of 0.5% (five tenths of a percent) to 30% (thirty percent) of the value of the lot(s) for which the bidder has competed, to be set in accordance with the nature and severity of the infraction committed and the damages resulting therefrom for the Public Administration.

9.2.2. The fine may be applied to the person responsible for any of the administrative infractions provided for in item 9.1, individually or cumulatively with the other penalties provided for in item 9.2.

9.2.3. If the fine applied and the applicable compensation are higher than the amount of payment eventually due by the Administration to the contractor, in addition to the loss of this amount, the difference will be discounted from the guarantee provided or collected in court, or may be discounted from any credits of the offender with the Administration, even if originating from other contracts.

9.3. The sanction of impediment to bidding and contracting with the Municipality of Vila Velha will be applied in the cases provided for in items II to VII of art. 5th, and will have as a base penalty the following duration periods: III - failure to submit the documentation required for the contest: 30 (thirty) days;

IV - does not maintain the proposal, except as a result of a duly justified supervening fact: 45 (forty-five) days;

V - not entering into the contract or not submitting the documentation required for the contract, when summoned within the validity period of the proposal: 120 (one hundred and twenty) days.

9.4. The sanction of declaration of unsuitability to bid or contract will be applied in the cases provided for in items VIII to XII of art. 5th, and will have the following duration periods as the base penalty: I - submit a false statement or documentation required for the contest or make a false statement during the bidding process or execution of the contract: 36 (thirty-six) months;

II - defrauding the bidding process or committing a fraudulent act in the execution of the contract: 48 (forty-eight) months;

III - behave in an inappropriate manner or commit fraud of any nature: 48 (forty-eight) months;

IV - commit illegal acts with a view to frustrating the objectives of the bidding process: 48 (forty-eight) months;

V - commit a harmful act provided for in art. 5th of Law No. 12,846, of August 1, 2013: 48 (forty-eight) months.

9.5. If, at the time of the trial, the highest authority concludes that there has been a criminal offense or an act of administrative impropriety, it will inform the Public Prosecutor's Office so that it can act within the scope of its respective jurisdiction.

9.6. In addition to the above penalties, bidders will be subject to cancellation of their registration in the Supplier Registry of the Municipality of Vila Velha/ES and, where applicable, to other penalties referred to in Law No. 14,133/2021.

9.7. The conduct relevant to the disqualification that occurred before the bidding phase will not be investigated, unless there is evidence of bad faith.

9.8. When the action or omission of the bidder or the successful bidder gives rise to the classification of the conduct under different types, the one that imposes the most severe sanction will prevail.

9.9. The application of any of the penalties provided for in this notice will be carried out through the establishment of an administrative procedure that will ensure the adversarial system and full defense.



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9.10. If conduct is detected that, in theory, constitutes an administrative infraction, the Contracting Committee will inform the Competent Authority so that it can initiate an investigation procedure in a separate process, indicating the facts that give rise to the investigation, the classification of the facts under the rules pertinent to the infraction and the identification of the bidder.

9.11. The other sanctions related to the contractual execution will be those provided for in the Draft Price Registration Minutes – **ANNEX VII** of this Notice, as well as in Municipal Decree No. 360/2023.

10. CHALLENGE TO THE NOTICE AND REQUEST FOR CLARIFICATION

10.1. Any person is a legitimate party to challenge this Notice for irregularities in the application of Law No. 14,133/2021, and must file the request **up to 3 (three) business days before the date of the opening of the contest.**

10.2. The response to the objection or request for clarification will be published on the official website within the period limited to the last working day prior to the date of opening of the competition.

10.3. The objection and the request for clarification may be made electronically, by the following means: via email to fstoledo@vilavelha.es.gov.br and/or beatrizguarize@vilavelha.es.gov.br, or formalize the request via administrative process with the General Protocol Sector, at Av. Santa Leopoldina, 840, Itaparica, Vila Velha/ES, CEP. 29.102-915, or via Electronic Protocol on the PMVV website, at <https://processos.vilavelha.es.gov.br/portal/login.aspx>.

10.4. Objections and requests for clarification do not suspend the deadlines set out in the competition.

10.4.1. The granting of a suspensive effect to the objection is an exceptional measure and must be justified by the bidding agent, in the bidding process records.

10.5. Once the objection has been accepted, a new date for the competition will be defined and published.

11. GENERAL DATA PROTECTION LAW

11.1 In the execution of the Contract, as well as in its relations with the MUNICIPALITY OF VILA VELHA/ES, the contractor undertakes to observe and comply with the legislation applicable to the protection of personal data (General Law on the Protection of Personal Data Law No. 13,709/2018 and Municipal Decree No. 146/2022), and must refrain from carrying out acts that may violate such rules.

11.2 SAFETY REQUIREMENTS

11.2.1. A CONFIDENTIALITY OF INFORMATION AGREEMENT must be signed between the CONTRACTOR and the MUNICIPALITY OF VILA VELHA/ES to guarantee the security of the information to which it may have access as a result of the contract, in accordance with the model defined in **ANNEX XI**.

11.2.2. In addition to the aforementioned term, the CONTRACTOR must present to each employee who will perform activities related to the purpose of the contract, a NOTICE OF KNOWLEDGE, in which its professionals declare that they are aware of the responsibilities for maintaining secrecy and confidentiality.

11.3 INTEGRITY OF CONTRACTORS

11.3.1. PMVV, through Municipal Decree No. 156, of 06/07/2022, instituted the Anti-Fraud and Anti-Corruption Policy, which brings a set of concepts, principles, responsibilities, prohibitions and rules.



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designed to prevent the occurrence of fraud and acts of corruption, in activities carried out directly, through concessions or public-private partnerships.

11.3.2. Companies participating in bidding processes must be aware of the PMVV's Integrity, Anti-Fraud and Anti-Corruption Policy, which can be accessed on its official Transparency Portal at <https://transparencia.vilavelha.es.gov.br/transparenciaweb/CombateCorrupcao.aspx>.

11.3.3. ANNEX X of this Notice contains the **VOLUNTARY ADHESION TERM TO THE PMVV ANTI-FRAUD AND ANTI-CORRUPTION POLICY**. This Term contributes to materializing the commitment of the parties to comply with the provisions of Federal Law No. 12,846/2013 (Anti-Corruption Law).

12. GENERAL PROVISIONS

12.1. Minutes of the public session will be published in the electronic system.

12.2. If there is no business or any supervening event occurs that prevents the auction from taking place on the scheduled date, the session will be automatically transferred to the first subsequent business day, at the same time previously established, provided there is no communication to the contrary by the Auctioneer.

12.3. All time references in the Notice, in the notice and during the public session will be in Brasília - DF time.

12.4. Approval of the result of this bidding process will not imply the right to contract.

12.5. The rules governing the bidding process will always be interpreted in favor of expanding the dispute between interested parties, as long as they do not compromise the interests of the Administration, the principle of equality, the purpose and security of the contract.

12.6. Bidders assume all costs of preparing and submitting their bids and the Administration shall not, under any circumstances, be liable for such costs, regardless of the conduct or outcome of the bidding process.

12.7. When counting the deadlines established in this Notice and its Annexes, the start date will be excluded and the due date will be included. Deadlines will only start and end on business days at the Administration.

12.8. Failure to comply with non-essential formal requirements will not result in the disqualification of the bidder, provided that it is possible to take advantage of the act, observing the principles of equality and public interest.

12.9. In the event of any discrepancy between the provisions of this Notice and its annexes or other documents that make up the process, those of this Notice shall prevail.

12.10. The Notice and its annexes are available in full on the National Public Procurement Portal (PNCP) and at the electronic addresses www.gov.br/compras/pt-br – platform for holding the competition, and www.vilavelha.es.gov.br/licitacoes.

12.11. The following annexes are included in this Notice, for all intents and purposes:

12.11.1. ANNEX I – TERMS OF REFERENCE (in a separate file);

12.11.1.1. Appendix to Annex I – PRELIMINARY TECHNICAL STUDY (in a separate file);

12.11.2. ANNEX II – Model of PRICE PROPOSAL PRESENTATION LETTER;



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12.11.3. ANNEX III – Model of DECLARATORY TERM; **12.11.4.**

ANNEX IV – DOCUMENTATION FOR QUALIFICATION; **12.11.5. ANNEX**

V – Model of ACCOUNTING INDEX STATEMENT; **12.11.6. ANNEX VI** - Model of ECONOMIC-FINANCIAL STABILITY DECLARATORY TERM; **12.11.7. ANNEX VII** – Draft of PRICE REGISTRATION MINUTES;

12.11.7.1.

Appendix to Annex VI – RESERVE REGISTRATION;

12.11.8. ANNEX VIII – TERM OF VOLUNTARY ADHESION TO THE ANTI-FRAUD AND ANTI-CORRUPTION POLICY; **12.11.9.**

ANNEX IX – TERM OF CONFIDENTIALITY OF INFORMATION.

Vila Velha/ES, 28 March 2025.

[Municipal Auctioneer]



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ANNEX I

TERM OF REFERENCE

Terms of Reference and their **Annexes** are at the end of the **Notice**

PRELIMINARY TECHNICAL STUDY

Preliminary Technical Study and its **Annexes** can be found at the end of the **Notice**



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ANNEX II

“MODEL” OF COMMERCIAL PROPOSAL

(COMPANY LETTERHEAD)

HAS

CITY HALL OF VILA VELHA

Municipal Administration Secretariat
Government Procurement Directorate
Ref: ELECTRONIC BIDDING Nº 042/2025

Mr./Ms. Auctioneer:

The company registered with the CNPJ under no. through its legal representative, Mr./Ms., holder of identity card no. hereby presents a Commercial Proposal for the bidding process referenced above, the object of which is the REGISTRATION OF PRICES FOR THE ACQUISITION OF MEDICINES (Methyldopa; Metoclopramide; Metoprolol; Metoprolol; Benzoylmetronidazole; Miconazole; Miconazole; Midazolam; Mikania glomerata (guaco) syrup; Neomycin, sulfate 5 mg/g + zinc bacitracin 250 IU/g) TO SERVE THE HEALTH DEPARTMENT OF VILA VELHA, under the terms set out below.

ITEMS FOR ME AND EPP

ITEM 01					
Item	Object Description	And.	As to. max	Price Unitary	Total Price
1	Metildopa 250 mg (full description in the Terms of Reference)	comp	6.480	R\$0,81	R\$5.248,80
ESTIMATED VALUE OF ITEM 01					R\$ 5.248,80

ITEM 02					
Item	Object Description	And.	As to. max	Price Unitary	Total Price
2	Metoclopramide 10mg (full description in the Terms of Reference)	comp	1.008	R\$0,41	R\$413,28
ESTIMATED VALUE OF ITEM 02					R\$ 413,28



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ITEM 03					
Item	Object Description	And.	As to. max	Unit Price Total Price	
3	Metoprolol succinate 25mg (full description in the Terms of Reference)	comp	1.908	R\$0,47	R\$896,76
ESTIMATED VALUE OF ITEM 03					R\$896,76

ITEM 04					
Item	Object Description	And.	As to. max	Unit Price Total Price	
4	Metoprolol succinate 50mg (full description in the Terms of Reference)	comp	6.120	R\$0,57	R\$3.488,40
ESTIMATED VALUE OF ITEM 04					R\$ 3.488,40

ITEM 05					
Item	Object Description	And.	As to. max	Unit Price Total Price	
5	Benzoilmetronidazol 40mg/mL (full description in the Terms of Reference)	Bottle	423	R\$10,19	R\$4.310,37
ESTIMATED VALUE OF ITEM 05					R\$ 4.310,37

ITEM 06					
Item	Object Description	And.	As to. max	Unit Price Total Price	
6	Miconazol 20 mg/g (2%) creme vaginal (full description in the Terms of Reference)	Profit	900	R\$13,22	R\$11.898,00
ESTIMATED VALUE OF ITEM 06					R\$ 11.898,00



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ITEM 07					
Item	Object Description	And.	As to. max	Unit Price Total Price	
7	Miconazol 20 mg/g (2%) dermatological cream (full description in the Terms of Reference)	Profit	900	R\$5,11	R\$4.599,00
ESTIMATED VALUE OF ITEM 07					R\$ 4.599,00

ITEM 08					
Item	Object Description	And.	As to. max	Unit Price Total Price	
8	Midazolam maleate 15mg (full description in the Terms of Reference)	comp	2.016	R\$2,12	R\$4.273,92
ESTIMATED VALUE OF ITEM 08					R\$ 4.273,92

ITEM 09					
Item	Object Description	And.	As to. max	Unit Price Total Price	
9	Mikania glomerata syrup (full description in the Terms of Reference)	Bottle	8.208	R\$3,61	R\$29.630,88
ESTIMATED VALUE OF ITEM 09					R\$ 29.630,88

ITEM 10					
Item	Object Description	And.	As to. max	Unit Price Total Price	
10	Neomycin sulfate 5mg/g + zinc bacitracin (full description in the Terms of Reference)	Profit	900	R\$3,48	R\$3.132,00
ESTIMATED VALUE OF ITEM 10					R\$ 3.132,00



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ITEMS FOR WIDE COMPETITION

ITEM 11					
Item	Object Description	And.	As to. max	Unit Price	Total Price
11	Metildopa 250 mg (full description in the Terms of Reference)	comp 513.000		R\$0,81	R\$415.530,00
ESTIMATED VALUE OF ITEM 11					R\$ 415.530,00

ITEM 12					
Item	Object Description	And.	As to. max	Unit Price	Total Price
12	Metoclopramide 10mg (full description in the Terms of Reference)	comp 72.000		R\$0,41	R\$29.520,00
ESTIMATED VALUE OF ITEM 12					R\$ 29.520,00

ITEM 13					
Item	Object Description	And.	As to. max	Unit Price	Total Price
13	Metoprolol succinate 25 (full description in the Terms of Reference)	comp 1.440.000		R\$0,47	R\$676.800,00
ESTIMATED VALUE OF ITEM 13					R\$ 676.800,00

ITEM 14					
Item	Object Description	And.	As to. max	Unit Price	Total Price
14	Metoprolol succinate 50mg (full description in the Terms of Reference)	comp 1.089.000		R\$0,57	R\$620.730,00
ESTIMATED VALUE OF ITEM 14					R\$ 620.730,00



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ITEM 15					
Item	Object Description	And.	As to. max	Unit Price	Total Price
15	Miconazol 20 mg/g (2%) creme vaginal (full description in the Terms of Reference)	Profit	13.842	R\$13,22	R\$182.991,24
ESTIMATED VALUE OF ITEM 15					R\$ 182.991,24

ITEM 16					
Item	Object Description	And.	As to. max	Unit Price	Total Price
16	Miconazole 20 mg/g (2%) dermatological cream (full description in the Terms of Reference)	comp 13.842		R\$5,11	R\$70.732,62
ESTIMATED VALUE OF ITEM 16					R\$ 70.732,62

ITEM 17					
Item	Object Description	And.	As to. max	Unit Price	Total Price
17	Midazolam maleate 15mg (full description in the Terms of Reference)	comp 144.000		R\$2,12	R\$305.280,00
ESTIMATED VALUE OF ITEM 17					R\$ 305.280,00

ITEM 18					
Item	Object Description	And.	As to. max	Unit Price	Total Price
18	Mikania glomerata syrup (full description in the Terms of Reference)	Bottle 135.000		R\$3,61	R\$487.350,00
ESTIMATED VALUE OF ITEM 18					R\$ 487.350,00



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ITEM 19					
Item	Object Description	And.	As to. max	Unit Price	Total Price
19	Neomycin sulfate 5mg/g + zinc bacitracin (full description in the Terms of Reference)	Profit	44.730	R\$3,48	R\$155.660,40
ESTIMATED VALUE OF ITEM 19					R\$ 155.660,40

ESTIMATED TOTAL BIDDING VALUE: R\$ \$ 3,012,485.67 (Three million, twelve thousand, four hundred and eighty-five reais and sixty-seven cents).

We also declare that:

a) The proposed prices include all expenses as established in the bidding notice in question, as well as the full costs for compliance with labor rights guaranteed in the Federal Constitution, labor laws, sub-legal standards, collective labor agreements and terms of conduct adjustment in force on the date of submission of the proposal, and in the

we undertake to present, when requested by the Administration, under penalty of fine, proof of compliance with labor obligations and with the Severance Pay Guarantee Fund (FGTS);

b) If we are the winner of the bid, we will perform the services according to the spreadsheet provided and at the unit prices proposed and accepted by the Municipality;

The payment conditions are those established in the aforementioned notice of the contest;

c) This proposal is valid for **120 (one hundred and twenty) days**, counting from the date of its submission;

d) The person responsible for the business relationship between our company and the Municipality will be Mr./Ms....., holder of identity card no..... and CPF-MF no. telephone number(s) and e-mail with address

Name of Municipality / State, ___ of ___ of ___.

Identification and signature of the Bidder's Responsible Person

NOTE: The values shown in the spreadsheet above are the Administration's references, representing the maximum payable per item/lot/group, and the bidder must adjust the values according to their proposal.



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ANNEX III

DECLARATORY TERM

HAS

CITY HALL OF VILA VELHA

Municipal Administration Secretariat
Government Procurement Directorate
Ref. ELECTRONIC BIDDING No. 042/2025

The company, registered with the CNPJ under no., through its legal representative, Mr./Ms., holder of identity card no.,

DECLARES that it knows and accepts all parameters and elements for the execution of the object and in particular:

1 - DECLARES that we fully comply with the qualification requirements and that the proposal complies with the requirements of the Notice, and that we assume responsibility for the veracity of the information provided, in accordance with the

law;

2 - DECLARES to be aware of all information, local conditions, minimum equipment and minimum staff required to execute the object of the Notice, as well as DECLARES that they will be made available adequately, in accordance with the execution schedule (as applicable);

3 - DECLARES, under penalty of law, that we do not have on our staff anyone under 18 (eighteen) years of age working at night, in dangerous or unhealthy conditions, and anyone under 16 (sixteen) years of age working in any other type of work, except as an apprentice, from the age of 14 (fourteen);

4 - DECLARES that it complies with the requirements for reserving positions for people with disabilities and for rehabilitated people Social Security, provided for by law and other specific regulations;

5 - DECLARES that it is not prevented from contracting with the Municipal Public Administration, directly or indirectly, and has not been declared unsuitable by the Public Authority, at any level;

6 - DECLARES that there is no supervening fact that prevents its qualification/participation in this competition and is aware of its obligation to declare subsequent occurrences;

7 - DECLARES that there is no direct or indirect participation of public servants from entities or bodies of the Municipal Administration in the supply subject to the Electronic Auction;

8 - DECLARES that the proposal submitted to participate in this bidding process was prepared independently, and the content of the proposal was not, in whole or in part, directly or indirectly, informed, discussed or received by any other potential or actual participant in this bidding process, by any means or by any person, and that it conducts its business in a way that prevents fraud, corruption and the practice of any other acts that are harmful to the Public Administration, national or foreign, in compliance with Federal Law No. 12,846/2013;

9 - DECLARES that it does NOT fit the conditions of ME or EPP, under the terms of LC 123/2006.

OR

9 - DECLARES that it is duly classified as a Microenterprise or Small Business or equivalent, under the terms of the framework provided for in Complementary Law No. 123/2006, for the purposes of obtaining the benefits provided for in articles 42 to 49 of said Law, not falling under any of the impediments provided for in §4 of Art. 3 of Complementary Law No. 123/2006, and that in the calendar year of this competition



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has not yet entered into contracts with the Public Administration whose combined values exceed the maximum gross revenue permitted for the purposes of classification as a Small Business.

Name of Municipality / State, ___ of _____ of _____.

Identification and signature of the Bidder's Responsible Person

NOTE: False statements made with the aim of obtaining the benefits of Complementary Law No. 123 of December 14, 2006 will constitute the crime referred to in Article 299 of the Penal Code, without prejudice to classification under other criminal offenses and the sanctions provided for in the summons instrument.



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ANNEX IV

DOCUMENTATION FOR QUALIFICATION

In addition to the provisions of this Notice, **for qualification purposes**, in accordance with arts. 62 to 70 of Law No. 14,133, of 2021, and arts. 73 to 79 of Municipal Decree No. 307, of 2023, the **successful bidder** must send the following documents:

1. LEGAL QUALIFICATION

- 1.1. Commercial registration, not in the case of a sole proprietorship;
- 1.2. Articles of association, bylaws or **articles of association** in force, other amendments or the latest contractual amendment, provided that it is consolidated, duly registered with the Commercial Registry, in compliance with the requirements of the new Civil Code and Law 11,127 of June 28, 2005, in the case of commercial companies, and, in the case of corporations, accompanied by documents electing their directors;
- 1.3. Registration of the articles of association, in the case of civil companies, accompanied by proof of the board of directors in office;
- 1.4. Authorization decree, in the case of a foreign business corporation operating in the country, and act of registration or authorization for operation issued by the competent body, when the activity so requires.
- 1.5. If the company's legal representative is not a managing partner or director, he/she must attach a public or private power of attorney instrument in order to prove the grantor's powers.
- 1.6. Any company whose corporate purpose does not encompass the purpose of this competition will be disqualified.

2. TAX AND LABOR REGULARITY

- 2.1. Proof of registration in the National Registry of Legal Entities, of the Ministry of Finance (CNPJ);
- 2.2. Proof of registration in the State or Municipal Taxpayer Registry, relating to the bidder's headquarters or domicile, relevant to its line of business and compatible with the purpose of the contest;
- 2.3. Negative certificate, or positive certificate with negative effects, of debts relating to Federal Tax Credits and the Union's Active Debt;
- 2.4. Negative certificate, or positive certificate with negative effects, of debts related to the State Treasury of the bidder's headquarters or domicile;
- 2.5. Negative certificate, or positive certificate with negative effects, of debts relating to the Municipal Treasury of the bidder's headquarters or domicile;
- 2.6. Proof of regularity with the Severance Pay Guarantee Fund (FGTS);
- 2.7. Certificate of No Labor Debts (CNDT).



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2.8. According to Complementary Law No. 123/2006 and 147/2015, micro-enterprises or small businesses must present all required documentation to prove tax regularity, even if there are some restrictions.

2.8.1. Proof of tax and labor regularity of microenterprises and small businesses will only be required for contracting purposes, and not as a condition for participation in the bidding process (art. 4 of Decree No. 8,538/2015).

2.8.1.1. In order to enjoy the right of preference provided for in Complementary Law No. 123/2006 (art. 42 to 45) and 147/2014 (art. 43, § 1), the bidder must prove its status as a Microenterprise or Small Business by presenting the Simplified Certificate from the Commercial Board of its domicile or Simplified Certificate issued by the Civil Registry Office for Legal Entities, as applicable. **In addition, the bidder must present a Declaration that qualifies as a ME or EPP, according to the model in ANNEX III of this Notice;**

3. ECONOMIC AND FINANCIAL QUALIFICATION

3.1. Negative Certificate of Bankruptcy, Concordat, Judicial/Extrajudicial Recovery, issued by the distributor(s) of the legal entity's headquarters, and in the case of a Simple Company, present a Negative Certificate from the Civil Distributors, with a date no more than 30 (thirty) days from its issuance, **when its validity is not expressed.**

3.1.1. If the bidder is undergoing judicial or extrajudicial recovery, the following requirements must be met, cumulatively, through appropriate documentation:

- I) compliance with all other qualification requirements set out in this Notice;
- II) presentation of the judgment approving the judicial recovery plan.

3.2. The balance sheet, income statement and other accounting statements for the last 2 (two) financial years must be presented, accompanied by the opening and closing terms of the daily book, which **are already required and presented in accordance with the Law (all accounting documents)**, which prove the good financial situation of the company.

3.2.1. The balance sheet must be signed by the company's responsible partner and the accounting manager, duly registered with the Regional Accounting Council.

3.2.2. The balance sheet and accounting statements presented as follows will be considered accepted as **per the Law** :

3.2.2.1. Companies governed by Law No. 6,404/76 (public limited company):

- a) Published in the Official Gazette; or
- b) Published in a widely circulated newspaper; or
- c) By photocopy registered or authenticated at the Commercial Registry of the bidder's headquarters or domicile or Equivalent Body.

3.2.2.2. For Companies with other Frameworks:



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a) By photocopy of the Balance Sheet and Accounting Statements duly registered or authenticated at the Commercial Registry of the bidder's headquarters or domicile, **in accordance with the Law.**

3.2.2.3. Company created in the current financial year:

a) Opening Balance Sheet and accounting statements for the period of existence of the company, duly registered or authenticated with the Commercial Registry of the bidder's headquarters or domicile, **in accordance with the Law.**

3.2.2.4. Bidders that are required to register their accounting statements electronically with the Federal Revenue Service (digital accounting records – ECD), in accordance with legal formalities, such document is required for purposes of financial and economic qualification, duly certified by an accountant registered with the Accounting Council, with the receipt of delivery via SPED, in addition to the explanatory notes, in accordance with the Law, all accounting documents.

3.3. The good financial situation will be assessed by the General Liquidity Index (ILG), Current Liquidity Index (ILC) and General Solvency Index (ISG), which must present a minimum value equal to or greater than 1.0; resulting from the application of the following formulas:

General Liquidity Index (GLI)

$$\text{ILG} = \frac{\text{Current Assets} + \text{Long-Term Receivables}}{\text{Current Liabilities} + \text{Long-Term Liabilities}} \quad \Rightarrow \text{or} = 1.0$$

Current Liquidity Ratio (ILC)

$$\text{ILC} = \frac{\text{Current assets}}{\text{Current Liabilities}} \quad \Rightarrow \text{or} = 1.0$$

General Solvency Ratio (GSR)

$$\text{ISG} = \frac{\text{Total assets}}{\text{Current Liabilities} + \text{Long-Term Liabilities}} \quad = \text{or} > = 1.00$$

3.3.1. The formulas must be duly applied in a calculation report attached to the balance sheet, in accordance with **ANNEX V** of this Notice, to be signed by a professional duly registered with the Regional Accounting Council, accompanied by their registration number with the CRC. If the memorial is not presented, the Purchasing Management reserves the right to carry out the calculations.

3.3.1.1. According to art. 69, § 1, of Law 14.133/2021, the bidder must present a declaration, signed by a qualified professional in the accounting area, attesting to the bidder's compliance with the economic indexes provided for in the notice, as per **ANNEX VI.**

3.3.2. If the bidder does not achieve a good financial situation through the indexes shown above, he/she must demonstrate his/her economic and financial capacity by means of proof of having Share Capital and/or Net Worth equivalent to or greater than 10% (ten percent) of the estimated value of the contract.



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3.3.3. Proof of share capital will be made by checking the Articles of Association presented, updated and registered with the Commercial Registry or equivalent body of the bidder's headquarters and a Certificate issued by the Commercial Registry or equivalent body allowing for updating to the date of submission of the proposal, in accordance with the law, through official indexes.

4. TECHNICAL QUALIFICATION

4.1. For Technical Qualification, the following documentation must be presented:

4.1.1. CERTIFICATE(S) OF TECHNICAL CAPACITY, issued by legal entities under public or private law, proving the ability of the winning company to supply product(s) identical or similar to the object of the bid, and that it has nothing that discredits its supply capacity.

4.1.1.1. The Technical Capacity certificate referred to in the previous subitem must be presented, preferably, on headed paper, and must also contain the signature of the legal representative; the CNPJ (Brazilian National Register of Legal Entities) contact telephone number; e-mail and address of the public or private legal entity responsible for issuing the Certificate and the date of issue of the document.

5. DECLARATIONS

5.1. Declaratory Term in the form of ANNEX III, ANNEX V, ANNEX VI, ANNEX VIII AND ANNEX IX duly signed.

6. GENERAL PROVISIONS

6.1. If the certificates issued by the State and Municipal Treasury do not include their respective validity periods, the administration will accept as valid, at most, the periods in force in the State of Espírito Santo and the Municipality of Vila Velha, 90 (ninety) and 30 (thirty) days, respectively.

6.2. The Municipality reserves the right to conduct searches and obtain certificates to verify the veracity of the information contained in the documents submitted, if deemed necessary, and any bidder who submits documents that do not agree with the information obtained by the Administration is subject to disqualification, in addition to incurring the sanctions provided for by law.

6.3. For qualification purposes, verification by the contest promoting body on the official websites of bodies and entities issuing certificates constitutes a legal means of proof.

6.4. Any bidder who fails to submit or submits any document required in the invitation to bid in a non-compliant manner may be disqualified.

6.5. We emphasize that, as provided for in art. 155, item VIII, of Law 14,133/2021, the bidder will be held administratively liable if he/she presents a false statement or documentation required for the contest or makes a false statement during the bidding process.

6.6. In light of art. 70 inc. II, of Law 14.133/2021, the documents required for qualification purposes may be replaced by a registration record issued by a public body or entity (registration record in SICAF and/or COPARC), provided that the registration was made in compliance with the provisions of Law No. 14.133/2021.



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6.6.1. To issue the Supplier registration with the City of Vila Velha, promoted by the Permanent Committee for Analysis and Registration of Suppliers and Application of Penalties – COPARC, the company must request its registration via email: cadastro.fornecedor@vilavelha.es.gov.br. We emphasize that the registration will be valid for 12 (twelve) months, and companies must be responsible for its renewal. Tel.: 27 3149-7973.

6.7. The requirement for qualifying documents will only be made in relation to the successful bidder.

6.7.1. The documents required for qualification will be sent through the system, in digital format, by 6:00 p.m. on the following business day, counting from the date of the auctioneer's call.



ANNEX V

ACCOUNTING INDEXES CALCULATION MEMORIAL

HAS

CITY HALL OF VILA VELHA

Municipal Administration Secretariat
Government Procurement Directorate
Ref. ELECTRONIC BIDDING No. 042/2025

Values to be transcribed from the balance sheet and inserted into the formulas:

AC = Current Assets = R\$
RLP = Long-term realizable = R\$
PC = Current Liabilities = R\$
ELP = Long-Term Liabilities = R\$
AT = Total Assets = R\$

General Liquidity Index (GLI)

ILG = $\frac{\text{Current Assets} + \text{Long-Term Receivables}}{\text{Current Liabilities} + \text{Long-Term Liabilities}}$

Current Liquidity Ratio (ILC)

ILC = $\frac{\text{Current Assets}}{\text{Current Liabilities}}$

General Solvency Ratio

ISG = $\frac{\text{Total Assets}}{\text{Current Liabilities} + \text{Non-Current Liabilities}}$

I hereby certify that the company _____ complies with the economic indices set out in the notice.

Name of Municipality / State, ___ of _____ of _____.

Identification and signature of the Bidder's Responsible Person

Identification and signature of the Responsible Professional registered with the Regional Accounting Council and Registration number with the CRC



MUNICIPAL SECRETARY OF **ADMINISTRATION**
GOVERNMENT PURCHASING DIRECTORATE

ANNEX VI

DECLARATORY TERM OF ECONOMIC-FINANCIAL STABILITY

HAS

CITY HALL OF VILA VELHA

Municipal Administration Secretariat

Permanent Auction Committee

Ref. ELECTRONIC BIDDING No. 042/2025

The company, registered with the CNPJ under no., through its legal representative, Mr./
Ms., holder of identity card no., **DECLARES**, for all
due purposes, that it meets the economic indices set out in the notice and that it is not subject to any action that compromises its economic-financial
stability.

Name of Municipality / State, ___ of ___ of ___.

Identification and signature of the Bidder's Responsible Person

Identification and signature of the Responsible Professional registered with the Regional Accounting Council and Registration number with
the CRC



MUNICIPAL SECRETARY OF **ADMINISTRATION**
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ANNEXURE VII

DRAFT PRICE REGISTRATION MINUTES

PRICE REGISTRATION MINUTES NO.

PROCESS NO. 99.694/2024

ELECTRONIC BIDDING Nº 042/2025

CITY CODE: 2025.076E0500001.02.0002

THE **MUNICIPALITY OF VILA VELHA**, a legal entity under internal public law, headquartered at Av. Santa Leopoldina, nº 840, Itaparica – Vila Velha/ES, registered with CNPJ nº XXXXXXXX, through the **MUNICIPAL HEALTH SECRETARY**, in the exercise of its powers as **MANAGING BODY and PARTICIPANT**, in this act

represented by its holder, the Municipal Secretary of Health, Mr.XXX referred to as **MUNICIPALITY** . CPF no. XXX, hereinafter or **ADMINISTRATION**, due to the classification obtained in the **Electronic Auction no.**

042/2025, based on the provisions of Law No. 14,133/2021, regulated by Municipal Decree No. 307/2023,

RESOLVES to register the price(s) offered by **xxxxxxx**, CNPJ no. xxxxxxxxxx, with headquarters xxx, no. xx, District xxx,

CEP: xxxx, telephone: xxx, e-mail: xxx, represented in this act by Mr. **xxxx**, CPF no. xxxx and RG no. xxx, more

hereinafter referred to as **the PROMISOR**, under the terms of the clauses described below:

CLAUSE ONE – 1. PRICES, SPECIFICATIONS AND QUANTITATIVES:

1.1.The registered price, the object specifications, the minimum and maximum quantities of each item, supplier(s) and the other conditions offered in the proposal(s) are as follows:

Explanatory Note. In article 82, § 3, of Law 14,133, the registration of prices with limited indication is permitted.

contracting units, without indicating the total to be acquired, only in the following situations:

I - when it is the first bid for the object and the body or entity has no record of demands

previous;

II - in the case of perishable food;

III - in the case where the service is integrated into the supply of goods.

In these situations, it is mandatory to indicate the maximum amount of the expense and the participation of another person is prohibited.

body or entity in the minutes.

Article 4 of Decree 11,462, of 3/31/2023, has the same wording as the law.



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ITEMS FOR ME AND EPP

ITEM 01					
Item	Object Description	And.	As to. max	Price Unitary	Total Price
1	Metildopa 250 mg (full description in the Terms of Reference)	comp	6.480	R\$	R\$
ESTIMATED VALUE OF ITEM 01					R\$

ITEM 02					
Item	Object Description	And.	As to. max	Price Unitary	Total Price
2	Metoclopramide 10mg (full description in the Terms of Reference)	comp	1.008	R\$	R\$
ESTIMATED VALUE OF ITEM 02					R\$

ITEM 03					
Item	Object Description	And.	As to. max	Unit Price	Total Price
3	Metoprolol succinate 25mg (full description in the Terms of Reference)	comp	1.908	R\$	R\$
ESTIMATED VALUE OF ITEM 03					R\$

ITEM 04					
Item	Object Description	And.	As to. max	Unit Price	Total Price
4	Metoprolol succinate 50mg (full description in the Terms of Reference)	comp	6.120	R\$	R\$
ESTIMATED VALUE OF ITEM 04					R\$



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ITEM 05					
Item	Object Description	And.	As to. max	Unit Price Total Price	
5	Benzoilmetronidazol 40mg/mL (full description in the Terms of Reference)	Bottle	423	R\$	R\$
ESTIMATED VALUE OF ITEM 05					R\$

ITEM 06					
Item	Object Description	And.	As to. max	Unit Price Total Price	
6	Miconazol 20 mg/g (2%) creme vaginal (full description in the Terms of Reference)	Profit	900	R\$	R\$
ESTIMATED VALUE OF ITEM 06					R\$

ITEM 07					
Item	Object Description	And.	As to. max	Unit Price Total Price	
7	Miconazol 20 mg/g (2%) dermatological cream (full description in the Terms of Reference)	Profit	900	R\$	R\$
ESTIMATED VALUE OF ITEM 07					R\$

ITEM 08					
Item	Object Description	And.	As to. max	Unit Price Total Price	
8	Midazolam maleate 15mg (full description in the Terms of Reference)	comp	2.016	R\$	R\$
ESTIMATED VALUE OF ITEM 08					R\$



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ITEM 09					
Item	Object Description	And.	As to. max	Unit Price	Total Price
9	Mikania glomerata syrup (full description in the Terms of Reference)	Bottle	8.208	R\$	R\$
ESTIMATED VALUE OF ITEM 09					R\$

ITEM 10					
Item	Object Description	And.	As to. max	Unit Price	Total Price
10	Neomycin sulfate 5mg/g + zinc bacitracin (full description in the Terms of Reference)	Profit	900	R\$	R\$
ESTIMATED VALUE OF ITEM 10					R\$

ITEMS FOR WIDE COMPETITION

ITEM 11					
Item	Object Description	And.	As to. max	Unit Price	Total Price
11	Metildopa 250 mg (full description in the Terms of Reference)	comp 513.000		R\$	R\$
ESTIMATED VALUE OF ITEM 11					R\$

ITEM 12					
Item	Object Description	And.	As to. max	Unit Price	Total Price
12	Metoclopramide 10mg (full description in the Terms of Reference)	comp 72.000		R\$	R\$



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ESTIMATED VALUE OF ITEM 12					R\$
ITEM 13					
Item	Object Description	And.	As to. max	Unit Price	Total Price
13	Metoprolol succinate 25 (full description in the Terms of Reference)	comp 1.440.000		R\$	R\$
ESTIMATED VALUE OF ITEM 13					R\$

ITEM 14					
Item	Object Description	And.	As to. max	Unit Price	Total Price
14	Metoprolol succinate 50mg (full description in the Terms of Reference)	comp 1.089.000		R\$	R\$
ESTIMATED VALUE OF ITEM 14					R\$

ITEM 15					
Item	Object Description	And.	As to. max	Unit Price	Total Price
15	Miconazol 20 mg/g (2%) creme vaginal (full description in the Terms of Reference)	Profit	13.842	R\$	R\$
ESTIMATED VALUE OF ITEM 15					R\$

ITEM 16					
Item	Object Description	And.	As to. max	Unit Price	Total Price
16	Miconazol 20 mg/g (2%) dermatological cream (full description in the Terms of Reference)	comp 13.842		R\$	R\$
ESTIMATED VALUE OF ITEM 16					R\$



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ITEM 17					
Item	Object Description	And.	As to. max	Unit Price Total Price	
17	Midazolam maleate 15mg (full description in the Terms of Reference)	comp 144,000		R\$	R\$
ESTIMATED VALUE OF ITEM 17					R\$

ITEM 18					
Item	Object Description	And.	As to. max	Unit Price Total Price	
18	Mikania glomerata syrup (full description in the Terms of Reference)	Bottle 135,000		R\$	R\$
ESTIMATED VALUE OF ITEM 18					R\$

ITEM 19					
Item	Object Description	And.	As to. max	Unit Price Total Price	
19	Neomycin sulfate 5mg/g + zinc bacitracin (full description in the Terms of Reference)	Profit	44.730	R\$	R\$
ESTIMATED VALUE OF ITEM 19					R\$

TOTAL BIDDING VALUE: R\$ xxxxxxx

CLAUSE TWO –	MANAGING BODY(IES) AND PARTICIPANT(S)
--------------	---------------------------------------

2.1. The managing body will be(name of body)....

2.2. In addition to the manager, **there are no [or] The following are participants in the price registry:**



CLAUSE THREE – ADHESION TO THE PRICE REGISTRATION MINUTES

3.1. During the validity of the minutes, the bodies and entities of the federal, state, and district and municipal authorities that did not participate in the IRP procedure may adhere to the registration minutes of prices as non-participants, subject to the following requirements:

3.1.1. Prior consultation and acceptance of the managing body or entity and the supplier.

3.1.2. The authorization of the managing body or entity will only be carried out after acceptance of the adherence by the supplier.

3.1.3. The managing body or entity may reject memberships if they may cause harm. to the execution of their own contracts or to their management capacity.

3.2. After authorization by the managing body or entity, the body or entity shall not participant must make the requested purchase or contract within ninety days, observing the term of validity of the minutes.

3.3. The term referred to in the previous subitem, relating to the effective execution of the contract, may be exceptionally extended, upon request of the non-participating body or entity accepted by the body or by the managing entity, as long as the time limit of validity of the minutes of price record.

3.4. The body or entity may adhere to an item in the price registration minutes of which it is a member, as a non-participant, for those items for which there is no registered quantity, observing the requirements of item 3.1.

Limits to memberships

3.5. Additional acquisitions or contracts may not exceed, per body or entity, 50% (fifty percent) of the quantities of the items in the call for bids recorded in the minutes of price record for the manager and for the participants.

3.6. The quantity resulting from adhesions may not exceed 200% of the total quantity. registered for the managing body and participant(s) (if any), regardless of the number of non-participating bodies or entities that join;

3.7. For emergency acquisition of medicines and medical-hospital consumables by bodies and entities of the municipal Public Administration, adherence to the price registration minutes managed by the Ministry of Health will not be subject to the limit provided for in item 3.5.



**CLAUSE FOUR – VALIDITY, FORMALIZATION OF THE PRICE REGISTRATION MINUTES AND
RESERVATION REGISTRATION**

4.1. This ARP is valid for 12 (twelve) MONTHS, counted from the date of its publication, and may be extended for the same period, with the supplier's consent, provided that the price is proven advantageous.

4.1.1. The contract resulting from the price registration record will have its validity established in the same contractual instrument and will observe at the time of contracting and each financial year the availability of budget credits, as well as the forecast in the multi-year plan, when it exceeds the fiscal year financial.

4.2. The contracting with the suppliers registered in the minutes will be formalized by the body or entity interested party through a contractual instrument, issuance of an expense commitment note, authorization purchase or other suitable instrument, in accordance with art. 95 of Law No. 14,133 of 2021.

4.2.1. The contractual instrument referred to in item 4.2. must be signed within the validity period of the minutes of price record.

4.3. Contracts resulting from the price registration system may be changed, in accordance with art. 124 of Law No. 14,133, of 2021.

4.4. After approval of the bidding process or direct contracting, the following conditions must be observed for formalizing the price registration record:

4.5. The order of classification of registered bidders or suppliers will be respected in contracting.
I guess.

4.6. For the purposes of the ranking order, bidders or suppliers who agree to reduce their bids to the successful bidder's price will precede those who maintain their original bid.

4.7. The qualification of bidders that will make up the reserve list will only be carried out when there is a need to hire the remaining bidders, in the following cases:

4.8. When the winning bidder does not sign the price registration minutes within the time period and under the conditions established in the notice or in the direct contracting notice; and

4.9. When the bidder's registration or price registration is cancelled.

4.10. The registered price indicating the bidders and suppliers will be published in the PNCP and will be made available during the validity of the price registration minutes.

4.11. After approval of the bidding process or direct contracting, the highest-ranking bidder or the supplier, in the case of direct contracting, will be called to sign the price registration minutes, within the period and under the conditions established in the bidding notice or in the direct contracting notice, under penalty of forfeiture of the right, without prejudice to the sanctions provided for in Law No. 14,133 of 2021.



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4.12. The call period may be extended 1 (one) time, for the same period, upon request from the bidder or supplier called, provided that it is submitted within the deadline, duly justified, and that the justification is accepted by the Administration.

4.13. In the event that none of the bidders referred to in item 4.6 accepts the contract under the terms of the previous item, the Administration, taking into account the estimated value and any updates thereof under the terms of the public notice or direct contracting notice, may:

4.14. Call for negotiations with the remaining bidders or suppliers whose prices were registered without reduction, in accordance with the order of classification, with a view to obtaining a better price, even if above the price of the successful bidder; or

4.15. Award and sign the contract under the conditions offered by the remaining bidders or suppliers, taking into account the classification order, when negotiation for better conditions fails.

4.16. The existence of registered prices will imply a commitment to supply under the established conditions, but will not oblige the Administration to contract, with the possibility of carrying out a specific bidding process for the intended acquisition, provided that it is duly justified.

CLAUSE FIVE – CHANGES OR UPDATES TO REGISTERED PRICES

5.1. The registered prices may be changed or updated as a result of any reduction in prices practiced in the market or in fact that increases the cost of registered goods, works or services, in the following situations:

5.1.1. In case of force majeure, unforeseeable circumstances or acts of the prince or as a result of unforeseeable events or foreseeable consequences that would make it impossible to execute the minutes as agreed, under the terms of item “d” of section II of the caput of art. 124 of Law No. 14,133, of 2021;

5.1.2. In the event of the creation, alteration or extinction of any taxes or legal charges or the supervening of legal provisions, with proven impact on registered prices;

5.1.3. In the event of a provision in the notice or in the direct contracting notice for a readjustment clause or renegotiation of registered prices, under Law No. 14,133 of 2021.

5.1.3.1. In the case of readjustment, it will be based on the annual variation of the IPCA (IBGE), or another index that succeeds it, provided that 12 MONTHS have elapsed, counting from the budget base date

5.1.3.2. In the case of renegotiation, it may be at the request of the interested party, according to criteria defined for the hiring.



CLAUSE SIX – NEGOTIATION OF REGISTERED PRICES

6.1. In the event that the registered price becomes higher than the market price for reasons supervening, the managing body or entity will call on the supplier to negotiate the reduction of registered price.

6.1.1. If the supplier does not agree to reduce its price to market values, will be released from the commitment made regarding the registered lot, without application of penalties administrative.

6.1.2. In the event provided for in the previous item, the manager will call the suppliers of the reservation register, in order of classification, to check whether they accept reducing their prices to market values and will not call bidders or suppliers who have had their registration cancelled.

6.1.3. If negotiations are unsuccessful, the managing body or entity will proceed to cancellation of the price registration minutes, adopting the appropriate measures to obtain more advantageous hiring.

6.1.4. In the event of a reduction in the registered price, the manager will notify the bodies and entities that have signed contracts resulting from the price registration minutes so that they can assess the convenience and the opportunity to undertake negotiations with a view to changing the contract, in compliance with the provisions of art. 124 of Law No. 14,133, of 2021.

6.2. In the event that the market price becomes higher than the registered price and the supplier does not to be able to fulfill the obligations established in the minutes, the supplier will be allowed to request the manager to change the registered price, upon proof of a supervening fact that supposedly makes it impossible for him to fulfill the commitment.

6.2.1. In this case, the supplier will forward, together with the change request, the supporting documentation or cost sheet demonstrating the unfeasibility of the registered price in relation to the conditions initially agreed.

6.2.2. In the event of failure to prove the existence of a supervening fact that makes the registered price, the request will be rejected by the managing body or entity and the supplier must comply with the obligations established in the minutes, under penalty of cancellation of its registration, under the terms of item 8.1, without prejudice to the sanctions provided for in Law No. 14,133, of 2021, and in applicable legislation.



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6.2.3. In the event of cancellation of the supplier's registration, under the terms of the previous item, the manager will call the suppliers from the reserve list, in order of classification, to check whether they agree to keep their prices registered, in compliance with the provisions of item 4.7.

6.2.4. In the event of proof of an increase in the market price that makes the price unfeasible registered, the managing body or entity will update the registered price, according to reality of the values practiced by the market.

6.2.5. The managing body or entity shall communicate to the bodies and entities that have signed contracts arising from the price registration minutes on the effective change in the registered price, so that they can assess the need for contractual change, in accordance with the provisions of art. 124 of Law No. 14,133 of 2021.

CLAUSE SEVEN – RELOCATION OF QUANTITIES RECORDED IN THE MINUTES OF PRICE REGISTRATION Compare with decree

7.1 The quantities expected for items with registered prices may be reallocated by the Managing Unit between the Managing Units participating and not participating in the bidding process for price registration, in accordance with Municipal Decree No. 214/2024.

CLAUSE EIGHT – CANCELLATION OF THE WINNING BIDDER'S REGISTRATION AND PRICES REGISTERED

8.1. The supplier's registration will be cancelled by the manager when the supplier:

8.1.1. Failure to comply with the conditions of the price registration minutes, without justified reason;

8.1.2. Failure to withdraw the commitment note, or equivalent instrument, within the period established by the Administration without reasonable justification;

8.1.3. Not agreeing to keep your price registered, in the case provided for in article 27, § 2, of Decree No. 11,462, of 2023; or

8.1.4. Suffer the sanction provided for in items III or IV of the caput of art. 6 of Municipal Decree No. 360/2023, which regulates Law 14,133/2021;

8.1.4.1. In the event of application of a sanction provided for in items III or IV of the caput of art. 6 of the Decree Municipal nº 360/2023, if the penalty applied to the supplier does not exceed the validity period of the minutes of price registration, the managing body or entity may, by means of a reasoned decision, decide to maintain the price register, prohibiting contracts derived from the minutes while they continue the effects of the sanction.



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8.2. The cancellation of registrations in the cases provided for in item 8.1 will be formalized by order of the body or managing entity, guaranteeing the principles of adversarial proceedings and full defense.

8.3. In the event of cancellation of the supplier's registration, the managing body or entity may call the bidders that make up the reserve list, observing the classification order.

8.4. The cancellation of registered prices may be carried out by the manager, in a specific meeting of price registration, in whole or in part, in the following cases, provided that they are duly proven and justified:

8.4.1. For reasons of public interest;

8.4.2. At the request of the supplier, resulting from unforeseeable circumstances or force majeure; or

8.4.3. If negotiations are unsuccessful, in cases where the market price becomes higher or lower than the registered price, in accordance with articles 26, § 3 and 27, § 4, both of Decree No. 11,462, of 2023.

**CLAUSE NINE – ADMINISTRATIVE SANCTIONS FOR NON-COMPLIANCE WITH OBLIGATIONS
CONTAINED IN THE ARP**

9.1. Companies with prices registered in this ARP and signatories of the respective contracts will be subject to the administrative sanctions provided for in Decree 360/203, or any other that may replace it, without prejudice to others provided for in relevant legislation and the civil and criminal liability that their actions give rise to.

9.2. The managing body will be responsible for applying administrative sanctions in relation to non-compliance. direct obligation contained in this ARP, as well as to the contracts signed by him as a result of this price record.

9.3. It is the responsibility of each participating body or entity to carry out procedures for the purpose of determining responsibility and application of administrative sanctions in cases of non-compliance in their own hiring, communicating to the manager for registration purposes any sanctions applied.

CLAUSE TEN – GENERAL CONDITIONS

10.1. Any cases not covered by this ARP will be resolved in accordance with current legislation, particularly Law 14,133/2021, Decree No. 307/2023, and the internal regulations of the Price Registration System.

10.2. The formalization of the ARP, as well as its possible changes, extensions, cancellation and terminations, will be published and disclosed in the PNCP – National Public Procurement Portal, as well as, in extract form, in the Official Gazette of the Municipality of Vila Velha.

10.3. All information in this price register will also be made available, during its validity, on the MANAGING BODY'S website (<https://transparencia.vilavelha.es.gov.br/>), including with the full ARP and subsequent amendments.



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10.4. To resolve issues arising from this ARP, the Municipal Public Treasury Cases Court, the Vila Velha District Court, will be competent.

Vila Velha/ES, ____ of _____ of 2024.

XXXXXXXXXXXXX

Municipal Secretary of XXXX

XXXXXXXXXXXXX

ENTERPRISE

WITNESSES:

1. _____

2. _____



MUNICIPAL SECRETARY OF **ADMINISTRATION**
GOVERNMENT PURCHASING DIRECTORATE

APPENDIX VII - DRAFT PRICE REGISTRATION MINUTES

RESERVATION REGISTRATION

Reservation registration related to this price record			
Item	Company Name	Representative	Contact
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			
8th			
9th			
10th			
11th			
12th			
13th			
...			

NOTE: The classification order for purposes of registration in the [suppliers] / [service providers] reservation registry will be in accordance with the provisions of items 8.1.2 and 8.1.2.1 of the Notice.



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ANNEXURE VIII

VOLUNTARY ADHESION TERM TO THE ANTI-FRAUD AND ANTI-CORRUPTION POLICY

TERM OF VOLUNTARY ADHESION TO THE ANTI-FRAUD AND ANTI-CORRUPTION POLICY OF THE CITY COUNCIL OF VILA VELHA No. / 20.... The company....., headquartered in the city of in the State located at No., neighborhood CEP..... registered with the CNPJ/MF under no. herein represented by its legal representative position, hereby voluntarily adheres to the PMVV Anti-Fraud and Anti-Corruption Policy, COMMITTING to: 1. Disseminate the prohibitions imposed by the PMVV Anti-Fraud and Anti-Corruption Policy to all employees of the company. 2. Comply with and demand compliance with Federal Law no.

12.846/2013 (Anti-Corruption Law) and other regulations relevant to the subject at all levels, rejecting any act or activity that constitutes or may be understood as an act that is harmful to the interests of the Public Administration. 3. Report to the PMVV any action or omission that I become aware of and that constitutes non-compliance with the PMVV Anti-Fraud and Anti-Corruption Policy, the current Anti-Corruption legislation and other regulations to combat fraud and acts of corruption. 4. I declare that I am fully aware that failure to comply with the provisions of this Term of Adhesion will give rise, regardless of fault or intent, to the termination with cause of the contract entered into with the PMVV, as well as other applicable measures in the administrative and criminal spheres. And, because I understand and accept without reservations all of the above, I sign this Term so that it may produce all effects.

Old Town - ES, of of

SIGNATURE OF LEGAL REPRESENTATIVE

WITNESSES:

Name
CPF

Name
CPF



MUNICIPAL SECRETARY OF **ADMINISTRATION**
GOVERNMENT PURCHASING DIRECTORATE

ANNEX IX

INFORMATION CONFIDENTIALITY AGREEMENT

_____ (Company Name), a private law legal entity, with CNPJ/MF under no. _____, through a registered agent at _____, established in the city of _____, that
your legal representative _____, holder of Identity Card no. _____, CPF/MF under no. _____, hereinafter referred to simply as RESPONSIBLE, undertakes, through this CONFIDENTIALITY AGREEMENT, not to disclose without authorization any restricted information owned by the MUNICIPALITY OF VILA VELHA/ES, herein represented by the Secretary of (NAME OF UG), in accordance with the conditions of this Agreement.

1. The purpose of this Confidentiality and Secrecy Agreement is to provide the necessary and adequate protection to restricted information that is the exclusive property of the Municipality of Vila Velha, revealed to the RESPONSIBLE PARTY due to the provision of services/supply to this municipality, according to the Administrative Contract, signed on ___/___/____, originating from Bidding Procedure No.
2. The term “*restricted information*” shall encompass all information, whether written, oral or otherwise presented, whether tangible or intangible, and may include, but is not limited to: techniques, projects, documents, documentation comprising processes with confidential information, values and information of a financial, administrative, accounting and legal nature, specifications, drawings, copies, diagrams, models, samples, photographs, plans, computer programs, disks, tapes, contracts, plans, processes, projects, personal data, prices and costs, technical information, among others, simply referred to as INFORMATION.
3. THE RESPONSIBLE PARTY undertakes not to reveal, reproduce, use or make known, under any circumstances, to third parties, as well as not to allow any of its directors, employees and/or agents to make use of the INFORMATION of the Municipality of Vila Velha, treating them confidentially under any conditions.
4. In case of doubt about the confidential nature of certain information, the RESPONSIBLE PARTY must keep it confidential until expressly authorized by the legal representative of the UG responsible for the contract, signatory of the Administrative Contract that gives rise to this Term, to treat it differently. Under no circumstances may the absence of an express statement by the legal representative be interpreted as a release from any of the commitments assumed herein.
5. THE RESPONSIBLE PARTY will determine that all its employees, service providers who are, directly or indirectly, involved in the provision of services mentioned in item 1, comply with this Term, adopting all precautions and measures so that the obligations arising from this instrument are effectively observed.
6. THE RESPONSIBLE PARTY must destroy any files containing INFORMATION from the Municipality of Vila Velha, when the maintenance of this INFORMATION is no longer necessary, committing not to retain any reproductions, copies or second copies.
7. THE RESPONSIBLE PERSON undertakes to immediately inform the Municipality of any violation of the confidentiality rules established herein that has occurred due to his/her action or omission, regardless of the existence of intent, as well as that of his/her employees and agents.



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8. Failure to comply with any of the clauses of this Agreement will result in administrative, civil and criminal liability for those who are proven to be involved in the non-compliance or violation.

9. The obligations referred to in this instrument will continue even after the termination of the contractual relationship between the RESPONSIBLE PARTY and the MUNICIPALITY, being irrevocable and irreversible, and covering present and future information.

And, since the conditions are thus fair and established, the RESPONSIBLE PARTY signs this CONFIDENTIALITY AGREEMENT, in 2 (two) copies of equal content.

Old Town, ___ of ___ from 20_____.

Legal Representative



CITY HALL OF VILA VELHA
Secretaria Municipal de Saúde
Pharmaceutical Assistance Management

TERMS OF REFERENCE

1. GENERAL CONTRACTING/ACQUISITION CONDITIONS

1.1 Acquisition of Medicines: Methyldopa 250 mg tablet; Metoclopramide 10 mg tablet; Metoprolol, succinate 25 mg tablet; Metoprolol, succinate 50 mg tablet; Benzoylmetronidazole 40 mg/mL oral suspension; Miconazole 20 mg/g (2%) vaginal cream 80 g tube with applicator; Miconazole 20 mg/g (2%) dermatological cream 28 g tube; Midazolam, maleate 15 mg coated tablet; Mikania glomerata (guaco) syrup; Neomycin, sulfate 5 mg/g + zinc bacitracin 250 IU/g dermatological ointment 10 g tube, through Price Registration, to serve the Municipal Health Department of Vila Velha according to the specifications contained in this Term of Reference.

1.2 The objects of this contract/acquisition do NOT qualify as luxury goods, according to Decree No. 10,818, of September 27, 2021.

1.3 The goods subject to this contract/acquisition are characterized as common, as per the justification contained in the Preliminary Technical Study.

1.4 The bidding method used will be by Electronic Auction through the Bidding Registration System. Price, in accordance with Law No. 14,133.2021.

1.5 The term of validity of the contract is 12 (twelve) months from the publication of the Price Registration Minutes published in the Official Gazette and may be extended for the same period, in accordance with Art. 84 of Law No. 14,133/2021.

1.6 The carrying out of this bidding process using the Price Registration System is justified due to the exact classification of the Municipal Secretariat's needs in the fundamental requirements for using this system, namely: frequent acquisition services, quantities that cannot be defined in advance with precision and the need for installment deliveries.



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Municipal Health Department
Pharmaceutical Assistance Management

2. DESCRIPTION OF ITEMS AND QUANTITATIVES

ITEMS FOR ME AND EPP						
ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (20%)	AMOUNT REQUESTED
1	Methyldopa 250 mg tablet	Tablet	37.000	444000	519480	6.480
2	Metoclopramide 10mg tablet	Tablet	5.200	62400	73008	1.008
3	Metoprolol succinate 25 mg tablet	Tablet	102.700	1232400	1441908	1.908
4	Metoprolol succinate 50 mg tablet	Tablet	78.000	936000	1095120	6.120
5	Benzoilmetronidazol 40 mg/mL oral suspension bottle with dispenser graduated with at least 80 mL	Bottle	30	360	423	423
6	Miconazole 20 mg/g (2%) vaginal cream 80 g tube with applicator	Profit	1.050	12600	14742	900
7	Miconazole 20 mg/g (2%) creme dermatological tube 28 g	Profit	1.050	12600	14742	900

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Pharmaceutical Assistance Management

ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (20%)	AMOUNT REQUESTED
8	Midazolam maleate 15 mg film-coated tablet	Tablet	10.400	124800	146016	2.016

ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (20%)	AMOUNT REQUESTED
9	Mikania glomerata syrup bottle with dispenser graduated and at least 100mL	Bottle	10.200	122400	143208	8.208

ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (20%)	AMOUNT REQUESTED
10	Neomycin sulfate mg/g + zinc bacitracin 250 IU/g dermatological ointment tube 10 g	Profit	3.250	39000	45630	900

*CMM Average Monthly Consumption according to surveys carried out in the inventory management system.

ITEMS FOR WIDE

ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (20%)	AMOUNT REQUESTED
11	Methyl dopa 250 mg tablet	Tablet	37.000	444000	519480	513.000

ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (20%)	AMOUNT REQUESTED
12	Metoclopramide 10mg tablet	Tablet	5.200	62400	73008	72.000

ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (20%)	AMOUNT REQUESTED
13	Metoprolol succinate 25 mg tablet	Tablet	102.700	1232400	1441908	1.440.000

ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (20%)	AMOUNT REQUESTED
14	Metoprolol succinate 50 mg tablet	Tablet	78.000	936000	1095120	1.089.000

ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (20%)	AMOUNT REQUESTED
15	Miconazole 20 mg/g (2%) vaginal cream 80 g tube with applicator	Profit	1.050	12600	14742	13.842

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Secretaria Municipal de Saúde
Pharmaceutical Assistance Management

ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (20%)	AMOUNT REQUESTED
16	Miconazole 20 mg/g (2%) creme dermatological tube 28 g	Tablet	1.050	12600	14742	13.842

ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (20%)	AMOUNT REQUESTED
17	Midazolam maleate 15 mg film-coated tablet	Tablet	10.400	124800	146016	144.000

ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (20%)	AMOUNT REQUESTED
18	Mikania glomerata syrup bottle with dispenser graduated and at least 100mL	Bottle	10.200	122400	143208	135.000

ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (20%)	AMOUNT REQUESTED
19	Neomycin sulfate mg/g + zinc bacitracin 250 IU/g dermatological ointment tube 10 g	Profit	3.250	39000	45630	44.730

*CMM Average Monthly Consumption according to surveys carried out in the inventory management system.

Regarding the quantity requested, this was estimated according to existing records in the municipality regarding the aforementioned medicines, in anticipation of the opening of new health services, plus a safety margin of 30%, anticipating fluctuations in medicine consumption throughout the year.

3. BASIS AND DESCRIPTION OF THE NEED FOR CONTRACTING/ACQUISITION

3.1. The Justification for Contracting/Acquisition and its quantities is detailed in a specific Topic of the Preliminary Technical Study.

3.2 Information regarding the PCA ID in the PNCP, publication date in the PNCP, item ID in the PCA, Class/Group and the Future Contract/Acquisition identifier will be attached to the records, as soon as they are made available by SEMAD/PMVV.

4. DESCRIPTION OF THE SOLUTION AS A WHOLE CONSIDERING THE LIFE CYCLE OF THE OBJECT AND PRODUCT SPECIFICATION

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4.1. Considering the need to purchase medicines to meet the needs of the Vila Velha Municipal Health Department, with the aim of maintaining adequate assistance to patients across the entire network.

Considering the need to purchase medicines and standardized products by the municipality through Decree No. 025/2023, to meet the population's demand;

This is a process of acquiring medicines for the purpose of maintaining continuous assistance for the residents of Vila Velha and continuing their proposed treatments.

Os bens são considerados “comuns”, pois se enquadram na classificação nos termos of Decree No. 10,818, of 2021, - “Consumer goods, for the purposes and effects of this article, those whose performance and quality standards can be objectively defined by the notice, by means of especificações usuais no mercado.”.

5. CONTRACTING/ACQUISITION REQUIREMENTS

5.1 SUBCONTRACTING

Subcontracting of individuals or legal entities is prohibited for this acquisition.

5.2 SUSTAINABILITY:

If it is necessary to dispose of materials/medicines, they will follow the standardized flow of SEMSA in conjunction with SEMDU, through the Waste Management Plan.

6. OBJECT EXECUTION MODEL

6.1 Delivery Conditions:

6.1.1 Delivery Time

6.1.2.1. Delivery of products (consumer goods) must be made within a maximum period of 20 (twenty) calendar days after receipt of the Supply Authorization, with transportation costs assumed by the bidder.

6.1.2.2. Delivery of products must be made to the address listed below, between 7am and 12pm and 1pm and 3pm.

6.1.2.3. The Supply Authorization (AF) will have the force of a contract.



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Gerência de Assistência Farmacêutica

6.2 Place of Delivery

6.2.1. Health Warehouse - Darly Santos Highway, km 2.5, Guaranhuns Neighborhood, Vila Velha/ ES, CEP: 29.103-300. Tel.: (27) 99224-2269. Reference point: behind the Marcella gas station, in front of SESI, in the old Piraquê factory, from Monday to Friday, from 7 am to 12 pm and 1 pm to 3 pm, within a maximum period of 20 (twenty) calendar days, counted from the date of receipt of the authorization and commitment.

6.3 Validity Period

6.3.1. All medicines will have a minimum period of 70% of the total validity, that is, if the total validity of a medicine is 24 months, we can only receive/accept the merchandise with 16 months of useful life (validity) from the date of delivery.

6.3.2. If delivery is not possible on the date specified, the company must communicate the respective reasons immediately after receiving the AF so that any request for extension of the deadline can be analyzed, except in cases of unforeseeable circumstances and force majeure.

7 MEASUREMENT AND PAYMENT CRITERIA

7.1 RECEIPT OF THE OBJECT:

7.1.1. Products will be received:

7.1.1.2. Provisionally, from the date of delivery, for the purpose of verifying compliance with the specifications contained in the Notice and the proposal, limiting itself to verifying its compliance with the details in the Invoice, stating on the stub and on the back of the Invoice the date of delivery and, if applicable, any irregularities observed.

7.1.1.3. During provisional receipt, the warehouse may require the replacement of any of the medicines that do not comply with the specification(s) of this Term.

7.1.1.4. Definitively, after verification of compliance with the specifications contained in the proposal, and its consequent acceptance, which will occur within 05 (five) working days from provisional receipt, by Commission/Server designated by the competent Authority.

7.1.1.5. In case of non-compliance, the Commission/designated Server will return the Invoice/ medicine for the necessary corrections.



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Secretaria de Assistência Farmacêutica

7.1.1.6. Provisional or definitive receipt of the object does not exclude the CONTRACTOR's liability for losses resulting from incorrect execution of the contract.

7.1.1.7. The Supply Authorization shall have the force of a contract.

7.2 SPECIFIC SUPPLY CONDITIONS:

7.2.1. The products must be delivered to the Warehouse in their original packaging, in perfect condition, with no signs of tampering, no adhesion to the product, no moisture, no inadequate content, identified, under the required temperature conditions on the label and with the registration number issued by ANVISA, accompanied by the tax documentation, in two copies, specifying the quantities listed in the invoice presented in individual units. The batch number of the medication received must appear on the label, and on the invoice, specifying the number of batches per quantity of material/medication delivered.

7.2.2. Transportation must comply with appropriate criteria so as not to affect their identity, quality or integrity.

7.2.3. Upon delivery, the materials/medicines will be analyzed in their entirety, and those that do not meet the required specifications will be returned and must be replaced within a maximum period of 05 (five) business days from the date of return, which will be carried out by the Pharmacy Warehouse Department.

7.2.4 The medicine to be provided by the winner must be presented in its secondary packaging e/ou primária a expressão "PROIBIDA VENDA AO COMÉRCIO", conforme PORTARIA MINISTÉRIO DA HEALTH (MS) nº2814/1998 and RDC 71/2007 article 39.

7.3 PAYMENT TERM:

7.3.1. Payment for the object will be made at the end of the month up to 30 (thirty) consecutive days after receipt of the object and presentation of the invoice(s), duly certified by the requesting body and/or server(s) designated to receive the object.

7.3.2 Payment method:

7.3.2.1. Payment will be made by bank order, to be credited to the bank, branch and current account indicated by the contractor.

7.3.2.2. The date of payment will be considered the day on which the bank order is issued for payment.

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Municipal Health Department
Pharmaceutical Assistance Management

7.3.2.3. Upon payment, tax withholding as provided for in applicable legislation will be carried out.

7.3.2.4. Regardless of the tax percentage entered in the spreadsheet, if any, the percentages established in current legislation will be withheld at source when payment is made.

7.3.2.5. The contractor who regularly opts for the Simples Nacional, under the terms of Complementary Law No. 123, of 2006, will not suffer tax withholding on taxes and contributions covered by this regime. However, payment will be subject to the presentation of proof, by means of an official document, which entitles you to the favorable tax treatment provided for in the aforementioned Complementary Law.

8. SUPPLIER SELECTION FORM AND CRITERIA

8.1. The supplier will be selected through a BIDDING procedure, in the form of AUCTION, in ELECTRONIC form, with the adoption of the judgment criterion based on the LOWEST PRICE OF THE ITEM.

9. TECHNICAL QUALIFICATION CRITERIA

9.1 Technical Qualification:

- A) Certificate(s) of Technical Capacity issued by public or private entity(ies), proving the winning bidder's aptitude to supply identical or similar product(s) or that fall within the same type of product/area (health products), in accordance with ANVISA, in accordance with the objects of the bidding, duly signed and, preferably, on the letterhead of the company or body receiving the supply or in an authenticated copy, compatible with the object of this bidding.

- B) Operating License of the winning company, issued by ANVISA –
National Health Surveillance Agency ou cópia da publicação no “Diário Oficial da União”, conforme required by Federal Law No. 6,360/76 (art. 2), Federal Decree No. 8,077/2013 (art. 2), Federal Law No. 9,782/99 (art. 7, item VII) and Federal Ordinance No. 2,814 of 05/29/98.



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When dealing with a medicine listed in the Technical Regulation on substances and medicines subject to special control, approved by Ordinance No. 344/98 of 12/05/98 of the Health Surveillance of the Ministry of Health, the Special Authorization of the winning company must also be presented.

- C) Health Permit (or Health License/Operating License) of the successful bidder, issued by the State or Municipal Health Surveillance, as required by Federal Law No. 6,360/76 (art. 2), Federal Decree No. 8,077/2013 (art. 2) and Federal Ordinance No. 2,814 of 05/29/98.
- D) Certificate of Technical Regularity of the company participating in the bidding process (when legally required), issued by the Regional Pharmacy Council of the State where the company is headquartered, indicating the technical manager and valid in accordance with specific legislation;
- E) Certificate of Registration of the medicine, issued by ANVISA National Agency of Vigilância Sanitária, vinculada ao Ministério da Saúde, ou cópia da publicação no “Diário Oficial da União” relativamente ao registro do medication. If the validity period has expired or will expire within the next 6 months, a Certificate must be presented de Registro, ou cópia da publicação no “DOU” acompanhado do pedido de revalidação “FP 1” e “FP 2”, datado entre 12 e seis meses anteriores upon maturity, in accordance with art. 8th, §2nd to §6th of Federal Decree No. 8,077/2013, or exemption, where applicable.
- F) The successful bidder must submit, together with all qualifying documents, for analysis and technical opinion by the Requesting Authority, visible or original copies of manuals, catalogs and instructions that allow perfect identification of the product offered, described in Portuguese and in accordance with all building requirements (when applicable).

9.1.1 If the product/item is not classified as being of interest to health, that is, not regulated by ANVISA/ HEALTH SURVEILLANCE, the company is exempt from presenting the documents requested above, except for item A.

10. ESTIMATES OF THE VALUE OF THE CONTRACT/ACQUISITION

10.1 The estimates of the contract value, the market survey with the estimated final budget will be constructed and reported in this procedural notebook later by the Purchasing/SEMSA sector, after price quotation, once completed.

10.2 The estimated value must be based on extensive market research into prices practiced within the scope of Public Administration bodies and entities. The successful bidder for the item will be disqualified if the product offered in the proposal is above the values stipulated by the Bank.



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Gerência de Assistência Farmacêutica

of prices (when applicable) and Health Price Bank (when applicable), being subject to reporting to the regulatory bodies, in accordance with current legislation.

11. ABOUT THE PROPOSAL

11.1. The commercial proposal must contain, in accordance with the specifications set forth in these Terms of Reference, a detailed description of the product, including the presentation, brand, and name of the manufacturer, as well as references and other characteristics that allow the contractor to clearly identify the product offered.

- Complete number (13 digits) of the drug registration with ANVISA,
- Commercial name of the product offered (if generic, cite) and the manufacturing laboratory,

The value of the product must be in accordance with the current CMED Table, being equivalent to or below this, for medicines regulated by it.

12. OBLIGATIONS OF THE CONTRACTOR

12.1 The CONTRACTOR's obligations are:

12.1.1. Demand compliance with all obligations assumed by the CONTRACTOR, in accordance with the descriptions contained in this Term of Reference and the terms of its proposal;

12.1.2. Monitor and supervise the delivery of requested items, as stated in the Summary Table;

12.1.3. Make the due payment, under the established conditions;

12.1.4. Provide information and clarifications that may be requested from the municipality;

12.1.5. Attest to corresponding invoices after receipt of purchased items;

12.1.6. Receive and inspect the delivered products, verifying their correspondence with the specifications prescribed in the notice, attesting to their compliance;

12.1.7. Formally designate a server from the management unit to monitor and supervise the execution of the supply authorization or equivalent instruments;

12.1.8. Formally report any irregularities found in the delivery of items.

12.2. The Administration shall not be liable for any commitments undertaken by the CONTRACTOR with third parties, even if linked to the execution of this Contract Term, as well as for

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Secretaria de Assistência Farmacêutica

any damage caused to third parties as a result of an act by the CONTRACTOR, its employees, agents or subordinates.

12.2.1. We inform that the employee Thaila Sarnaglia Vulpi (Mat.: 4651-5 CPF: 110.299.667-02) will be the contract's titular inspector and the employee Gisele Carvalho Fraga (Mat.: 80861 CPF: 053.826.527-24) will be the substitute inspector, both located at the Health Warehouse (Tel.: 99224-2269/E-mail: almoxarifado.saude@vilavelha.es.gov.br).

12.2.2. Additionally, the employee Lara Pinheiro Lima (Mat.: 5145-4/1, CPF: 068.638.268-63) will be the titular manager of this and the employee Manuela Martins Cruz (Mat.: 4384-2/1) will be the alternate manager of the same, both assigned to the Pharmaceutical Assistance Management (E-mail: gaf.saude@vilavelha.es.gov.br).

13. OBLIGATIONS OF THE CONTRACTOR

13.1 The CONTRACTOR's obligations are:

13.1.1. Respect and comply with the delivery deadlines for purchased products, observing the installment periods and quantities.

13.1.2. Bear all direct or indirect expenses arising from the fulfillment of obligations assumed, without any burden to the state.

13.1.3. THE CONTRACTOR must guarantee the quality of the products to be supplied, and must also, when requested, promptly replace any product that does not meet the contracted requirements, also providing any product that may be currently out of stock at its establishment, under penalty of applicable sanctions;

13.1.4. Medicines that present manufacturing defects, resulting from transportation and/or that do not meet specifications must be replaced by the CONTRACTOR within a maximum period of 05 (five) business days, under penalty of application of the sanctions provided for in the Notice;

13.1.5. The packaging and units specified in the product specification in the Supply Authorization must be strictly observed, as well as the winning brand, under penalty of the product being returned;

13.1.6. Formally communicate, via an official letter sent by email and immediately to the Administration, any irregularities that may occur due to the delivery of materials/medicines;



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13.1.7. The supply must be made in accordance with the respective AF - Supply Authorization, always accompanied by the corresponding tax document;

13.1.8. Provide a sample of the product when requested, for technical usage report.

14. JUSTIFICATION FOR THE ABSENCE OF CONSULTATION WITH OTHER MANAGEMENT UNITS MUNICIPAL

14.1. Considering that the products to be purchased are strictly managed by the Pharmaceutical Assistance Management (GAF) for exclusive use in health services, there is therefore no need to send an invitation letter to the other Secretariats of the Municipal Government of Vila Velha to participate in this Price Registration Minutes.

15. ADMINISTRATIVE SANCTIONS

15.1. Administrative sanctions and infractions will be applied in accordance with articles 155 to 163 of Law 14,133/2021.

16. GENERAL CONDITIONS

16.1 These Terms of Reference must be read and interpreted in full. After the proposal has been registered in the system, claims of ignorance will not be accepted.

16.2. Bidders are responsible for the accuracy and legitimacy of the information and documents presented at any stage of the bidding process.

16.3. The rules governing the bidding process will always be interpreted in favor of expanding the dispute between interested parties, as long as they do not compromise the interests of the Administration, the purpose and security of the contract/acquisition.

16.4. The supply of products will comply with the specifications contained in this Term of Reference, with any omissions being resolved by the Municipal Government of Vila Velha.

16.5. THE CONTRACTOR is obliged to accept, under the same bidding conditions, additions or deletions, in accordance with Federal Law No. 14,133/2021.



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17. BUDGET ADEQUACY

17.1 Expenses arising from this contract/acquisition will be covered by specific resources allocated in the Municipality's General Budget.

17.2 The budget allocation and nature of expenses will be informed later by the Municipal Health Fund;

17.3 To define the source of resources, the items presented in this Term of Reference refer to medicines used in Primary and Specialized Care;

We also inform that the resources used, whether from the municipal treasury and/or fund-to-fund transfers of federal and state funds, will also be reported later by the Municipal Health Fund, however for this (these) object(s) there is no agreement or parliamentary amendment.

- a. The allocation for subsequent financial years will be indicated after approval by the Respective Budget Law and release of corresponding credits, by means of an apostille.

18. SIGNATURES AND APPROVALS

Manuela Martins Cruz
Manager/Pharmacist - Mat.43842/1 GAF/SEMSA
Municipal Health Department of Vila Velha

Regina Celia Diniz Werner
Undersecretary of Health Care
Municipal Health Department of Vila Velha
I APPROVE THE CONTENT OF THESE TERMS OF REFERENCE AND EXPRESSLY AUTHORIZE THE OPENING BIDDING PROCESS

Catia Cristina Vieira Lisbon
Municipal Secretary of Health
Municipal Health Department of Vila Velha
I APPROVE THE CONTENT OF THESE TERMS OF REFERENCE AND EXPRESSLY AUTHORIZE THE OPENING BIDDING PROCESS



MANIFESTO DE ASSINATURAS



Electronically signed by: REGINA CELIA
DINIZ WERNER CPF: ***.487.887-**- Date:
03/13/2025 11:14:28 -03:00

Electronically signed by: CÁTIA CRISTINA
VIEIRA LISBOA CPF: ***.048.707-**- Date:
13/03/2025 11:20:56 -03:00

Electronically signed by: MANUELA
MARTINS CRUZ CPF: ***.037.537-**- Date:
03/13/2025 11:46:21 -03:00

PRELIMINARY TECHNICAL STUDY

INTRODUCTION

This document characterizes a phase of planning for hiring and acquisitions for Pharmaceutical Assistance services, which also cover Primary and Specialized Care services offered by the Municipality of Vila Velha and presents the appropriate studies for hiring/acquiring a solution that will meet the need specified below.

The Municipality of Vila Velha develops health care/attention practices from the perspective of integrated and articulated management, based on the contextualization of the demands and needs of social contexts, in accordance with the responsibilities, attributions and commitments assumed by the Municipality for the consolidation of the Pact for Health, in its three dimensions: for Life, in Defense of the SUS and Management, in order to guarantee, together with the other spheres of government, the population's access to medicines, pharmaceutical supplies and medical materials whose dispensing is under its responsibility, encouraging their rational use.

The acquisition of medicines and pharmaceutical supplies is regulated in accordance with Municipal Decree No. 025/2023, as well as the acquisition of medical materials by SEMSA Ordinance No. 05/2016 to meet the population's demand, in order to provide continuous and adequate assistance to patients throughout the network.

The main objective is to study the need in detail and identify the best solution on the market to meet it, in compliance with current regulations and the principles governing Public Administration.

In view of the above, it is essential to keep these services adequately supplied with medicines, pharmaceutical supplies and medical materials to meet the demand for assistance.

1. BASIS AND DESCRIPTION OF THE NEED FOR CONTRACTING/ACQUISITION

Considering the need to purchase medicines to meet the needs of the Municipal Health Department of Vila Velha, with the aim of maintaining adequate assistance to patients throughout the network.

Considering the need to purchase medicines and standardized products by the municipality through Decree No. 025/2023, to meet the population's demand;

This is a process of acquiring medicines for the purpose of maintaining continuous assistance for the residents of Vila Velha and continuing their treatments.
proposed.

The goods são considerados “comuns”, pois se enquadram na classificação nos termos of the Decree No. 10,818 of 2021, - considered, for the purposes and effects of this article, those whose performance and quality standards can be objectively defined by the notice, through special especificações usuais no mercado.”

This acquisition is necessary since the drugs in question are standardized by the municipality and the aim is to supply them in order to ensure the continuity of the services provided. The possibility of fruitful results for the aforementioned items is also sought, given the convenience of formulating a Price Registration Record (ARP) with provision for the acquisition of the items in installments as needed, aiming to minimize the risks of shortages and reduce unnecessary costs.

2. FORECAST IN THE ANNUAL HIRING PLAN

The objects to be tendered are the acquisition of medication for distribution, an essential and specific item to guarantee adequate assistance to patients throughout the network, as well as maintenance and continuity of successive treatments, as can be seen in the justification mentioned above.

The aforementioned acquisition/contracting is provided for in the annual contracting plan, in line with what was planned by this Health Department.

3. HIRING REQUIREMENTS

Acquisition of medicines in order to promote adequate assistance to patients of the Municipal Health Department of Vila Velha.

Medications: Methyl dopa 250 mg tablet; Metoclopramide 10 mg tablet; Metoprolol succinate 25 mg tablet; Metoprolol succinate 50 mg tablet; Benzoylmetronidazole 40 mg/mL oral suspension; Miconazole 20 mg/g (2%) vaginal cream 80 g tube with applicator; Miconazole 20 mg/g (2%) dermatological cream 28 g tube; Midazolam maleate 15 mg coated tablet; Mikania glomerata (guaco) syrup; Neomycin sulfate 5 mg/g + zinc bacitracin 250 IU/g dermatological ointment 10 g tube.

3.1 SUBCONTRACTING AND PARTICIPATION IN CONSORTIUMS

3.1.1 Subcontracting of individuals and legal entities is prohibited for this acquisition.

3.1.2 The participation of consortia will not be permitted. In the case of goods that are based on common market performance and quality standards, there are several suppliers capable of providing them, characterizing competitiveness. se, como “common goods”, que não configurará restr

4. QUANTITY ESTIMATES

ITEMS FOR ME AND EPP

ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (20%)	AMOUNT REQUESTED
1	Methyl dopa 250 mg tablet	Tablet	37.000	444000	519480	6.480

ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (20%)	AMOUNT REQUESTED
2	Metoclopramide 10mg tablet	Tablet	5.200	62400	73008	1.008

ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (20%)	AMOUNT REQUESTED
3	Metoprolol succinate 25 mg tablet	Tablet 102.700		1232400	1441908	1.908

ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (20%)	AMOUNT REQUESTED
4	Metoprolol succinate 50 mg tablet	Tablet	78.000	936000	1095120	6.120

ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (20%)	AMOUNT REQUESTED
5	Benzoilmetronidazol 40 mg/mL oral suspension bottle with dispenser graduated with at least 80 mL	Bottle	30	360	423	423

ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (20%)	AMOUNT REQUESTED
6	Miconazole 20 mg/g (2%) vaginal cream 80 g tube with applicator	Profit	1.050	12600	14742	900

ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (30%)	AMOUNT REQUESTED
7	Miconazole 20 mg/g (2%) creme dermatological tube 28 g	Profit	1.050	12600	14742	900

ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (20%)	AMOUNT REQUESTED
8	Midazolam maleate 15 mg coated tablets	Tablet	10.400	124800	146016	2.016

ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (20%)	AMOUNT REQUESTED
9	Micah glomerata syrup bottle with graduated dispenser and at least 100mL	Bottle	10.200	122400	143208	8.208

ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (20%)	AMOUNT REQUESTED
10	Neomycin sulfate 5 mg/g + zinc bacitracin 250 IU/g dermatological ointment tube 10 g	Profit	3.250	39000	45630	900

*CMM Average Monthly Consumption according to surveys carried out in the inventory management system.

ITEMS FOR WIDE

ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (20%)	AMOUNT REQUESTED
11	Methyldopa 250 mg tablet	Tablet	37.000	444000	519480	513.000

ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (20%)	AMOUNT REQUESTED
12	Metoclopramide 10mg tablet	Tablet	5.200	62400	73008	72.000

ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (20%)	AMOUNT REQUESTED
13	Metoprolol succinate 25 mg tablet	Tablet 102.700		1232400	1441908	1.440.000

ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (20%)	AMOUNT REQUESTED
14	Metoprolol succinate 50 mg tablet	Tablet	78.000	936000	1095120	1.089.000

ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (20%)	AMOUNT REQUESTED
15	Miconazole 20 mg/g (2%) vaginal cream 80 g tube with applicator	Profit	1.050	12600	14742	13.842

ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (20%)	AMOUNT REQUESTED
16	Miconazole 20 mg/g (2%) creme dermatological tube 28 g	Tablet	1.050	12600	14742	13.842

ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (20%)	AMOUNT REQUESTED
17	Midazolam maleate 15 mg tablets coated	Tablet	10.400	124800	146016	144.000

ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (20%)	AMOUNT REQUESTED
18	Micah glomerata syrup bottle with graduated dispenser and at least 100mL	Bottle	10.200	122400	143208	135.000

ITEM	PRODUCT	UNIT	CMM*	CONSUMPTION 12 MONTHS	MARGIN SECURITY (20%)	AMOUNT REQUESTED
19	Neomycin sulfate 5 mg/g + zinc bacitracin 250 IU/g dermatological ointment tube 10 g	Profit	3.250	39000	45630	44.730

*CMM Average Monthly Consumption according to surveys carried out in the inventory management system.

Regarding the quantity requested, this was estimated according to existing records in the municipality regarding the aforementioned medicines, in anticipation of the opening of new health services, plus a safety margin of 30%, anticipating fluctuations in medicine consumption throughout the year.

The estimated quantities do not imply any obligation for contracting by the Administration during the validity of the Price Register, serving only as a reference for the preparation of bidders' proposals.

It has been planned that requests for ARP installments, that is, that the acquisition of objects, will occur according to demand.

5. MARKET SURVEY AND PRICE ESTIMATION OF CONTRACTING/ACQUISITION

The market survey and estimated final budget are an integral part of the Terms of Reference or the Basic Project, which will be constructed later by the responsible sector, Price Quotation/SEMSA, in which the estimated value must be based on extensive market research into prices practiced within the scope of Public Administration bodies and entities.

When applicable, the successful bidder of the ITEM will be disqualified if the product offered in the proposal is above the reference price published in the notice of values stipulated by the Price Bank, Health Price Bank and others, being subject to reporting to the supervisory bodies, in accordance with current legislation.

We suggest the adoption of the Price Registration System (SRP), given the convenience of formulating a future Price Registration Record (ARP) with a forecast for the acquisition of the objects of

in installments as needed, aiming to minimize the risks of shortages and reduce the necessary costs.

The option for the Price Registration System originating from Electronic Auction is the most viable, as it has advantageous characteristics for the public administration, for example, the fact that there is optionality in the acquisition of the auctioned objects, therefore, the Administration has the discretion to act according to its needs, being able to make its expenses more flexible, with due adaptation to the available resources.

In this sense, the motivation for using the SRP is also justified because the government will need to hold fewer bids for recurring contracts, eliminating the need for another bidding process. This is in accordance with the principle of economy, which governs the universe of bidding, since a bidding process is costly and using the SRP is a way to maintain transparency and save resources at the same time.

The SRP also increases the competitiveness of bidders, since a participant who made a higher bid may agree to offer at the same price as the winning bidder, and the judging criterion will be the proposal that presents the **LOWEST PRICE per ITEM**.

Another motivation for using SRP is the possibility of paying for purchases in installments in order to reduce problems with inventory and storage of large quantities.

Finally, due to the characteristics and durability of the medicines to be purchased, the aim is to implement a Price Registration System (SRP), with the ARP being valid for 12 months in accordance with Law No. 14,133/2021, with the possibility of an extension for the same period.

The quantity of contracting/acquisition requested in the future will be subject to demand, since the quantities presented for each item are estimates and do not constitute, in any way, an obligation to contract on the part of the City of Vila Velha, which will issue Service Orders or Supply Authorizations according to the needs demanded by each participating Secretariat.

6. DESCRIPTION OF THE SOLUTION AS A WHOLE CONSIDERING THE LIFE CYCLE OF THE OBJECT AND PRODUCT SPECIFICATION

These are common goods, whose performance and quality standards can be objectively defined in the notice through usual market specifications, under the terms of the sole paragraph of Decree No. 10,818/2021.

As these are medicines that will be used in healthcare services offered by the municipality, in order to provide continuous and adequate assistance to patients throughout the network and to ensure the maintenance of successive treatments, it is necessary to acquire the aforementioned items.

Furthermore, due to the characteristics and durability of the medicines to be purchased, the aim is to implement a Price Registration System (SRP), with the ARP being valid for 12 months in accordance with Law No. 14,133/2021, with the possibility of an extension for the same period.

7. STATEMENTS OF INTENDED RESULTS

The aim of this acquisition is to guarantee and maintain adequate assistance to citizens in order to provide continuity to the proposed treatments, avoid health problems and also guarantee access to essential services.

8. PRELIMINARY MEASURES FOR ARP

The measures previously adopted were:

- Survey of the quantity existing in the warehouse by consulting the stock management system;
- Survey of the CMM (Average Monthly Consumption) of medicines used by both Primary Health Care and Specialized Care;

9. RELATED/INTERDEPENDENT CONTRACTS

Considering that the products to be purchased are strictly managed by the Pharmaceutical Assistance Management (GAF) for exclusive use in health services, there is therefore no need to send an invitation letter to the other Secretariats of the Municipal Government of Vila Velha to participate in this Price Registration Minutes.

10. ENVIRONMENTAL IMPACTS

SUSTAINABILITY:

If it is necessary to dispose of materials/medicines, they will follow the standardized flow of SEMSA in conjunction with SEMDU, through the Waste Management Plan.

11. ALIGNMENT WITH ANNUAL HIRING PLANNING

This acquisition/hiring is foreseen in the annual hiring plan, having alignment with this Health Department.

12. VIABILITY OF CONTRACTING

It is concluded that the contracting is viable and reasonable to meet the needs of the Municipal Health Department of Vila Velha, with the purpose of maintaining adequate care for patients throughout the network, since these are essential items to guarantee complete care to be provided. Resulting in compliance with the Municipal Planning and standardization of care and treatment for patients who need to use these services. Also excluding possible legal claims that could be filed by

legal breaches.

13. HISTORY OF REGISTERED VALUES

- SERP XV MINUTES No. 1486/2023 R\$ 0.6100 Methyldopa 250 mg tablet;
- SERP XV MINUTES No. 0970/2023 R\$ 0.0570 Metoclopramide 10mg tablet;
- ATA SERP XV No. 1131/2023 R\$ 0.1951 Metoprolol, succinate 25 mg tablet;
- ATA SERP XV No. 1132/2023 R\$ 0.3690 Metoprolol, succinate 50 mg tablet;
- ATA SERP XV No. 1488/2023 R\$ 7.0490 Miconazole 20 mg/g (2%) vaginal cream 80 g tube with applicator;
- SERP XV MINUTES No. 0917/2023 R\$ 1,6900 Midazolam 15mg tablet;
- SERP MINUTES XV No. 1023/2023 R\$ 2,2900 Mikania glomerata (guaco) syrup bottle;
- ATA SERP XIV N° 0188/2023 R\$ 2,2170 - Neomycin, sulfate 5 mg/g + zinc bacitracin 250 IU/g dermatological ointment 10 g tube;

14. SIGNATURES AND APPROVALS

Aliny Dalmonich Fernandes Calhau
Pharmacist - Mat.43877/1 GAF/SEMSA
Municipal Health Department of Vila Velha

Regina Celia Diniz Werner
Undersecretary of Health Care
Municipal Health Department of Vila Velha

I APPROVE THE CONTENT OF THIS PRELIMINARY TECHNICAL STUDY AND EXPRESSLY AUTHORIZE THE
OPENING OF THE BIDDING PROCESS

Catia Cristina Vieira Lisbon
Municipal Secretary of Health
Municipal Health Department of Vila Velha

I APPROVE THE CONTENT OF THIS PRELIMINARY TECHNICAL STUDY AND EXPRESSLY AUTHORIZE THE
OPENING OF THE BIDDING PROCESS



MANIFESTO DE ASSINATURAS



Electronically signed by: Electronically signed by: ALINY DALMONICH FERNANDES CALHAU
REGINA CELIA DINIZ WERNER CPF: ***.712.487-32 CPF: ***.487.887-22 Date: 03/13/2025 10:52:00
-03:00 Date: 03/13/2025 11:19:13 -03:00

Electronically signed by: CÁTIA CRISTINA
VIEIRA LISBOA CPF: ***.048.707-22 Date:
13/03/2025 11:20:56 -03:00