



REQUEST FOR PROPOSAL

Date: November 19, 2019

Reference: RFP No. DHPP-19-0006SVP

1. The **Philippine Institute of Traditional and Alternative Health Care (PITAHC)** through its **Bids and Awards Committee (BAC)** invites interested bidders to submit a proposal, with the Approved Budget for the Contract (ABC) in the amount of **Three Hundred Fifty Thousand Pesos (PHP 350,000.00) inclusive of VAT** for the procurement of the item stated below:

PITAHC 2019 APP Ref	PR Number	Item Description
	2019-09-057	Establishment of Medicinal Plant Garden in Davao Herbal Processing Plant *Please refer to attached Purchase Request and Activity Proposal for complete details.

2. Procurement shall be conducted through Small Value Procurement under Section 53.9 - Negotiated Procurement as prescribed under Rule XVI- Alternative Methods of Procurement of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act".
3. The proposal must be duly signed by the bidder and must be submitted to the BAC Secretariat, PITAHC Building, Matapang St., East Avenue Medical Center Compound, Barangay Central, Quezon City or sent thru fax at (02) 376-3067 or email at bacpitahc@gmail.com. The proposal shall be received until **28 November 2019**.
4. The bidder must submit a copy of the following documents, together with the duly signed proposals, to ensure that the said bidder is technically, legally and financially capable to undertake the proposed project:
 - Valid and current Mayor's/Business Permit (if firm) or BIR Certificate of Registration (if individual)
 - SEC Certificate, if applicable (if firm)
 - PHILGEPS Registration Number
 - Income/Business Tax Return for **CY 2018**
 - Omnibus Sworn Statement by the prospective bidder in the new prescribed form as per GPPB Resolution No. 22-2013
5. PITAHC reserves the right to waive any formality in the responses to the eligibility requirements and to this invitation. PITAHC further reserves the right to reject all proposals, or declare a failure of small value procurement, or not award the contract, and makes no assurance that the contract shall be entered into as a result of this invitation without thereby incurring any liability to the affected bidder or bidders in accordance with R.A. No. 9184 and its Implementing Rules and Regulations.
6. For any clarification, you may contact **Ms. Annette L. Atanacio** at mobile number 09189254572.

(Sgd.)
EMELINE ROSE R. MARIANO, RMT, MGM-ESP
Chairperson, PITAHC BAC



TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule: **Within Six (6) months** from receipt of Purchase Order.
3. Delivery Site: **PITAHC Davao HPP, J.P. Laurel Avenue, Davao City**
4. Payment Term: **Thirty (30) calendar days** from the completion of the project and submission of the Inspection Report by PITAHC-DHPP. However, the supplier may request for Advance Payment not to exceed Fifteen Percent (15%) of the contract amount upon submission of an irrevocable letter of credit or bank guarantee issued by a Universal or Commercial Bank. The irrevocable letter of credit or bank guarantee must be for an equivalent amount, shall remain valid until the goods are delivered, and accompanied by a claim for advance payment.
5. Price proposal must be valid for a period of **thirty (30) calendar days** from the date of submission.
6. Price proposal to be denominated in **Philippine Peso**, include all taxes and duties and/or levies payable.
7. Proposals exceeding the ABC shall be automatically rejected.
8. The **award of contract** shall be made to the lowest calculated and responsive proposal which complied with the minimum technical specifications and other terms and conditions stated herein.
9. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or any of his/her duly authorized representative/s.
10. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. PITAHC shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open.



PRICE PROPOSAL FORM

Date: _____

The Bids and Awards Committee

PITAHC Building, Matapang Street, East Avenue Medical Center Compound,
 Barangay Central Quezon City

Through: PITAHC Davao
(End User Unit)

Sir/Madam:

After having carefully read and accepted the Terms and Conditions, I/we submit our proposal for the item as follows:

Item No	Item Description	Quantity	Unit Price	Total Price (VAT inclusive)	Compliance to Technical Specification	
					Yes	No
1	Establishment of Medicinal Plant Garden in Davao Herbal Processing Plant *Please refer to attached Purchase Request and Activity Proposal for complete details.		₱ _____	₱ _____		

Amount in Words: _____

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

Very truly yours,

Signature : _____

Printed Name : _____

Date : _____

Company Name : _____

Contact Number : _____

PHILGEPS Registration # : _____