



REQUEST FOR PROPOSAL

Date: 02 September 2021

Reference: **RFP-CVHPP-21-0002SVP**

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 **Nine Hundred Eighty Five Thousand Two Hundred Pesos Only (PhP985,200.00) inclusive of VAT** for the procurement of the item stated below:

PITAHC 2021 APP Reference	PR Number	Item Description
	2021-08-035	PROCUREMENT OF VARIOUS SOAP PRODUCTION REQUIREMENTS FOR CAGAYAN VALLEY HERBAL PROCESSING PLANT (CVHPP) PEPPERMINT FRAGRANCE SCENT OIL: <i>Technical Specification:</i> <ul style="list-style-type: none">• Synthetic• Oil-based• Pharmaceutical/cosmetic grade• Four (4) years shelf life• With certificate of analysis per batch• One (1) liter per bottle
	2021-08-036	LAVENDER FRAGRANCE SCENT OIL: <i>Technical Specification:</i> <ul style="list-style-type: none">• Synthetic• Oil-based• Pharmaceutical/cosmetic grade• Four (4) years shelf life• With certificate of analysis per batch• One (1) liter per bottle
	2021-08-037	CAUSTIC SODA (SODIUM HYDROXIDE) <i>Technical Specification:</i> <ul style="list-style-type: none">• Cosmetic grade• Minimum of 98% Sodium Hydroxide• Flakes• With Certificate of Analysis per batch• Twenty Five (25) kilos/sack• Expiration date: Not less than two (2) years
	2021-08-038	COCONUT OIL <i>Technical Specification:</i> <ul style="list-style-type: none">• Food grade• Coconut oil• Fortified with Vitamin A• 17 kg Gross weight• With certificate of analysis per batch• Delivery Schedule:<ul style="list-style-type: none">• 200 cans-within 15 days upon receipt of Notice of Award (NOA)• 150 cans-within 30 days upon receipt of the first tranche



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 of Republic Act 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 PITAHC Building, Matapang St., East Avenue Medical Center Compound, Barangay Central, Quezon City or sent thru fax at (02) 8376-3067 or email at bacpitahc@gmail.com. The proposal shall be received until **08 September 2021**.
4. 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 IRR.
5. For any clarification, you may contact **Andy G. Matula** at telephone no. (02) 8282-5193 local 103.

(Sgd)

DR. FRANCIS VICENTE S. RAS

Chairperson, PITAHC BAC



TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule: **Within Fifteen (15) days upon receipt of Purchase Order (PO).**
3. Delivery Site: Cagayan Valley Herbal Processing Plant, Carig Sur, Tuguegarao City.
4. Payment Term: **Thirty (30) calendar days** from the date of final inspection and acceptance of complete items.
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.
11. The bidder must **submit a copy** of the following documents, **together with the 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
 - Business/Income Tax Return for CY 2019/2020
 - PHILGEPS Registration Number (*to be indicated in the Price Proposal Form*)
 - Duly Notarized Omnibus Sworn Statement by the prospective bidder in the new



PRICE PROPOSAL FORM

Date: _____

The Bids and Awards Committee
PITAHC Building, Matapang Street, East Avenue Medical Center Compound, Barangay
Central Quezon City

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	Qty.	Unit Price PhP	Total Price (VAT inclusive) PhP	Compliance to Technical Specification	
					Yes	No
Lot 1	PROCUREMENT OF VARIOUS SOAP PRODUCTION REQUIREMENTS FOR CAGAYAN VALLEY HERBAL PROCESSING PLANT (CVHPP) PEPPERMINT FRAGRANCE SCENT OIL: <i>Technical Specification:</i> <ul style="list-style-type: none">• Synthetic• Oil-based• Pharmaceutical/cosmetic grade• Four (4) years shelf life• With certificate of analysis per batch• One (1) liter per bottle	20	_____	_____		
Lot 2	LAVENDER FRAGRANCE SCENT OIL: <i>Technical Specification:</i> <ul style="list-style-type: none">• Synthetic• Oil-based• Pharmaceutical/cosmetic grade• Four (4) years shelf life• With certificate of analysis per batch• One (1) liter per bottle	24	_____	_____		



Lot 3	<p>CAUSTIC SODA (SODIUM HYDROXIDE) <i>Technical Specification:</i></p> <ul style="list-style-type: none"> • Cosmetic grade • Minimum of 98% Sodium Hydroxide • Flakes • With Certificate of Analysis per batch • Twenty Five (25) kilos/sack • Expiration date: Not less than two (2) years 	38			
Lot 4	<p>COCONUT OIL <i>Technical Specification:</i></p> <ul style="list-style-type: none"> • Food grade • Coconut oil • Fortified with Vitamin A • 17 kg Gross weight • With certificate of analysis per batch • Delivery Schedule: • 200 cans-within 15 days upon receipt of Notice of Award (NOA) • 150 cans-within 30 days upon receipt of the first tranche 	350			

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 Number: _____