



REQUEST FOR PROPOSAL

Date: 08 October 2021

Reference: **RFP CO-21-00023SVP**

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 **Four Hundred Fifty Thousand Pesos Only (PhP 400,000.00) inclusive of VAT** for the procurement of the item stated below:

PITAHC 2021 APP Ref	PR Number	Item Description
5021103002 / 5020702002 / 5020201002	21-08-0118	ENGAGEMENT OF SERVICES OF A CERTIFYING BODY TO CONDUCT AUDIT AND PROVIDE ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS) RECERTIFICATION FOR THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE (PITAHC) <i>(Please see attached Terms of Reference (ToR))</i>

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 **12 October 2021**.
4. To qualify, the prospective Consultant must meet the minimum qualifications as required in Item IV of the ToR.



5. PITAHC shall apply the Quality-Cost Based Evaluation (QCBE) procedure which considers both the Technical and Financial Proposals in the ranking of the consultants pursuant to the provisions of RA 9184 and its Revised IRR. For this purpose, the quality, (Technical Proposal) is given a weight of 60% while the cost, (Financial Proposal) is 40% and is allocated as follows:

CRITERIA	RATING (in %)
1. TECHNICAL PROPOSAL a. Qualification of Proposed Professional Staff – 20% b. Consultant Experience & Capability – 20% c. Methodology and Work Plan – 20%	60
2. FINANCIAL PROPOSAL	40
TOTAL	100

6. 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.
7. For any clarification, you may contact **Ms. Lydia M. Querimit** at telephone no. (02) 8282-5193 local 209.

(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. Contract Duration: **Three (3) years starting in Calendar Year 2021 and shall end in Calendar Year 2024.**
3. Delivery Site: **PITAHC CENTRAL OFFICE, East Avenue Medical Center Compound, Matapang St., Brgy. Central, Quezon City**
4. Payment Term: **It shall be in accordance with Item VI of the ToR.**
5. Price proposal must be valid for a period of **fifteen (15) 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 2020/2019
 - PHILGEPS Registration Number (*to be indicated in the Price Proposal Form*)
 - Duly Notarized Omnibus Sworn Statement by the prospective bidder in the new prescribed form as per GPPB Resolution No. 22-2013



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 (in PhP)	Total Price (VAT inclusive) (in PhP)	Compliance to Technical Specification	
					Yes	No
	ENGAGEMENT OF SERVICES OF A CERTIFYING BODY TO CONDUCT AUDIT AND PROVIDE ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS) RECERTIFICATION FOR THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE (PITAHC) <i>(Per Terms of Reference (ToR))</i>	1	_____	_____		

Amount in Words: _____

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

Very truly yours,

Signature : _____

Printed Name : _____

Date : _____

Company Name : _____

Contact Number : _____



PHILGEPS Registration Number: _____

TERMS OF REFERENCE

FOR THE ENGAGEMENT OF SERVICES OF A CERTIFYING BODY TO CONDUCT AUDIT AND PROVIDE ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS) RECERTIFICATION FOR THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE (PITAHC)

In line with the Philippine government's program to promote efficiency and responsiveness, the Philippine Institute of Traditional and Alternative Health Care (PITAHC) has adopted and implemented the ISO 9001:2015 Quality Management System (QMS) to enhance and improve its operations and delivery of its services to the public.

PITAHC was granted ISO 9001:2015 certification last December 17, 2018 valid until December 17, 2021. Thus, hiring of a certifying body is necessary to sustain the three years certification obtained.

I. OBJECTIVES

PITAHC intends to engage the services of a Certifying Body (CB) to provide ISO 9001:2015 Quality Management System (QMS) Recertification.

II. SCOPE OF SERVICES

The CB is expected to provide the following services:

1. Recertification Audit
Recertification audit to be conducted for the purpose of re-validating the compliance and maintenance of the effective implementation and maintenance of the Quality Management System that covers the different processes and operations of PITAHC. Included are the following:
 - a. Preparation and submission of audit report detailing observations, opportunities for improvement and any non-conformity to ISO 9001:2015 standards or documented procedures and suggestions on addressing the same; and
 - b. Issuance of ISO 9001:2015 compliance certificate valid for three (3) years.
2. Surveillance Audits – Maintenance Audits
Annual surveillance audits for the 2nd and 3rd year of the contract shall be conducted to verify if the established QMS requirements are continuously complied/sustained and improved.



Republic of the Philippines
Department of Health

Philippine Institute of Traditional and Alternative Health Care (PITAHC)





III. PROJECT DURATION

The CB shall perform and deliver the services for a period of three (3) years starting in CY 2021 and shall end in CY 2024.

IV. QUALIFICATIONS OF THE CERTIFYING BODY

The CB should have the following minimum qualifications:

- a. The CB should be registered in the Philippine Government Electronic Procurement System (PhilGEPS) and duly accredited for ISO 9001 certification activities by an accreditation body recognized by the International Accreditation Forum (IAF);
- b. Certification Body must have at least five (5) years experience in certification industry;
- c. Certificate to be issued must have IAF Logo and comply with British Standard (BS), European Norm (EN) and International Organization for Standardization (ISO);
- d. Certification Body must have full certification for Health Care Services (EAC38) and detailed scope of accreditation must be submitted.
- e. The CB must have an experience of successfully certifying ISO 9001:2015 of at least ten (10) Government Owned and Controlled Corporations (GOCCs) and/or government agencies.
- f. Its audit team, including surveillance, should satisfy the following:
 - i. Consists of auditor(s) with actual hands-on experience on QMS who are qualified to conduct audits in the name of the CB;
 - ii. Auditor(s) shall have a minimum of five (5) years ISO 9001 QMS auditing experience;
 - iii. Have team members with actual hands-on audit experience on government agencies and/or Government Owned and Controlled Corporations (GOCCs); and
 - iv. Replacement of any team shall require prior written approval from PITAHC.

V. CRITERIA FOR EVALUATION/SELECTION

PITAHC shall apply the Quality-Cost Based Evaluation (QCBE) procedure which considers both the Technical and Financial Proposals in the ranking of the consultants pursuant to the provisions of RA 9184 and its Revised IRR. For this purpose, the quality, (Technical Proposal) is given a weight of 60% while the cost, (Financial Proposal) is 40% and is allocated as follows:

Criteria		Percentage
I. TECHNICAL PROPOSAL		
a. Qualification of Proposed Professional Staff	- 20%	60%
b. Firm Experience & Capability	- 20%	



c. Methodology and Work Plan	- 20%	
2. FINANCIAL PROPOSAL		40%
TOTAL		100%

VI. APPROVED BUDGET FOR THE CONTRACT AND PAYMENT SCHEDULE

1. For and in consideration of the services of the CB, PITAHC shall make the following payments:

Payment	Accomplishment	Cost
Certification Fee	Year 1 <ul style="list-style-type: none">Off-site/On-site AuditReport PreparationIssuance of Certification not later than Dec. 2021 or as agreed by CB and PITAHC	50% of the Contract Price, but should not exceed P200,000.00
Annual Accreditation Fee	Year 2 <ul style="list-style-type: none">1st Surveillance Audit (Off-site/On-site Audit)Audit Planning and Report Preparation	25% of the Contract Price, but should not exceed P100,00.00
	Year 3 <ul style="list-style-type: none">2nd Surveillance Audit (Off-site/On-site Audit)Audit Planning and Report Preparation	25% of the Contract Price, but should not exceed P100,00.00
TOTAL (ABC)		P400,000.00

2. Payments shall be based on the completion of the above-mentioned activities and submission of required deliverables subject to acceptable of the authorized representative of the Head of Procuring Entity.
3. The transportation and accommodations of the auditors for the entire period of audit and certification should be inclusive.