



## INVITATION TO BID

### MANPOWER SERVICES FOR THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE (PITAHC) *(Multi-Year Contract for Calendar Years 2022, 2023 and 2024)*

1. The Philippine Institute of Traditional and Alternative Health Care (PITAHC), through the 2022 Corporate Operating Budget with Multi-Year Contractual Authority approved by the PITAHC Board of Trustees through its Resolution No. 10 series of 2021 dated 18 November 2021, intends to apply the total sum of **Three Million Three Hundred Sixteen Thousand Two Hundred Forty-Nine Pesos and 31/100 centavos (PhP3,316,249.31)** with the following breakdown of allotted budget per year:

Year(s)	Personnel Requirement	ABC (in PhP)
Year 1 – CY 2022	4	959,320.31
Year 2 – CY 2023	5	1,178,464.50
Year 3 – CY 2024	5	1,178,464.50

For the purpose of early procurement authorized under Section 7.6 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, the proposed budget under the FY 2022 GOCC, the approved Corporate Operating Budget shall be used as basis. The period for the performance of the obligations under the Contract shall not go beyond the validity of the corresponding appropriations for the Project. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The **PITAHC** now invites bids for the above Procurement Project. Delivery of the Goods is required by **specified in the Section VI (Schedule of Requirements) of the Bidding Documents**. Bidders should have completed, within **three (3) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an

eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

3. Prospective Bidders may obtain further information from **PITAHC** Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below during office hours from 8:00 AM to 5:00 PM except during weekend, declared holiday, and suspension of work.
4. A complete set of Bidding Documents may be acquired by interested Bidders on **10 December 2021** from the given email address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (PhP 5,000.00)** through LAND BANK OF THE PHILIPPINES

Current Account Name: **PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE**  
Account No. **1872-1035-18**

Upon deposit, the bidders must submit the scanned copy of the deposit slip to [bacpitahe@gmail.com](mailto:bacpitahe@gmail.com) and [pitahe.financedivision@gmail.com](mailto:pitahe.financedivision@gmail.com)

5. The **PITAHC** will hold a Pre-Bid Conference on **17 December 2021, 10:00 AM** through video conferencing or webcasting via **Zoom** Teleconferencing, which shall be open only to those prospective bidders who coordinated and confirmed their attendance to participate to the said Conference.

The Zoom Link shall be provided by PITAHC IT Officer through the BAC Secretariat upon request.

6. Bids must be duly received by the BAC Secretariat through online or electronic submission as indicated below, on or before **29 December 2021; 10:00 AM**. Late bids shall not be accepted.
7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

8. Bid opening shall be on **29 December 2021; 10:00 AM through Zoom Teleconference**, the Zoom Link shall be provided by PITAHC IT Officer through the BAC Secretariat. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. The **PITAHC** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

**Mr. Rodelio D. Mendez Jr**

*BAC Secretariat*

*PITAHC*

*Matapang St. Brgy. Central,*

*Quezon City*

*(02) 8376-3067*

*bacpitahc@gmail.com*

11. You may visit the following websites:

For downloading of Bidding Documents: [Procurement | PITAHC](#)

For online bid submission: [bacpitahc@gmail.com](mailto:bacpitahc@gmail.com)

***December 10, 2021***

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**Dr. Francis Vicente S. Ras,  
Chairperson, BAC**