



**REQUEST FOR PROPOSAL**

Date: 20 December 2021

Reference: **RFP CO-21-0036SVP**

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 total Approved Budget for the Contract (ABC) in the total amount of **One Hundred Fifty Thousand Pesos Only (PhP150,000.00) inclusive of VAT** for the procurement of the item/s stated below:

PITAHC 2021 APP Ref	PR Number	Item Description
5020201002	THPP-21-08-71	<p><b>ENGAGEMENT OF CONSULTANCY SERVICES FOR THE PREPARATION OF THE REQUIREMENTS OF THE PROPOSED CONSTRUCTION OF PROPERTY FENCE OF PITAHC TACLOBAN HERBAL PHARMACEUTICAL PROCESSING AND MANUFACTURING PLANT ON THE SIDE OF THE BY-PASS ROAD</b></p> <p><b>(Please see Attached Terms of Reference)</b></p>

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) 8376-3067 or email at **bacpitahc@gmail.com**. The proposal shall be received until **23 December 2021**.
4. 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 %)
<p><b>1. TECHNICAL PROPOSAL</b></p> <p>a. Has qualified Professional Staff – 20%</p> <p>b. Has similar engagement within the past 10 years- 20%</p> <p>c. Highly knowledgeable in making Design, Cost Estimates, Bill of Quantities and Program for Infrastructure projects – 20%</p>	<b>60</b>
<b>2. FINANCIAL PROPOSAL</b>	<b>40</b>
<b>TOTAL</b>	<b>100</b>

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 **Rodelio Mendez, Jr.** at telephone no. (02) 8376-3067

(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: **Sixty (60) calendar days** from receipt of Notice of Award.
3. Delivery Site: **TACLOBAN HERBAL PHARMACEUTICAL PROCESSING AND MANUFACTURING PLANT (THPPMP)** located at barangay Bagacay, Tacloban City, Leyte
4. Payment Term: **Please refer to the Item IV of the attached Terms of Reference.**
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
  - Curriculum Vitae
  - Business/Income Tax Return for CY 2019/2020
  - Notarized Omnibus Sworn Statement by the prospective bidder in the new prescribed form as per GPPB Resolution No. 16-2020
  - PHILGEPS Registration Number with PCAB License (to be indicated in the Price Proposal Form)



## TERMS OF REFERENCE

### ENGAGEMENT OF CONSULTANCY SERVICES FOR THE PREPARATION OF THE REQUIREMENTS OF THE PROPOSED CONSTRUCTION OF PROPERTY FENCE OF PITAHC TACLOBAN HERBAL PHARMACEUTICAL PROCESSING AND MANUFACTURING PLAN ON THE SIDE OF THE BY-PASS ROAD

#### I. BACKGROUND AND RATIONALE

The Tacloban Herbal Pharmaceutical Processing and Manufacturing Plant (THPPMP) of the Philippine Institute of Traditional and Alternative Health Care (PITAHC) is located in Barangay Bagacay, Tacloban City, Leyte, which is 10 kilometres away from the City proper. THPPMP is a commercial scale government facility for the production of medicinal products in dosage forms, namely, *Lagundi* tablet and *Sambong* tablet, with a capacity to produce 2.5 million tablets per month. The plant facilities consist of buildings, machineries, and equipment for processing, production, packaging, and quality control. The area is generally hilly with steep slopes and gently rolling portions at the base as well as on top of the hill.

Currently, there is an ongoing construction of the by-pass road in the back side of the plant premises. The by-pass road intersects our plantation area. Aside from being the income-generating arm of PITAHC, there is the need to secure the plants' property and assets as well as its people from any hazards that might cause because of its topographical location. Thus, once the by-pass road is completed, the plan for the construction of property fence on the side of the by-pass road, is needed.

With the plan to construct a property fence, THPPMP needs to clearly identify the requirements such as the design, cost estimates, bill of quantities and program of works (Scope of Works) in order to meet the necessary documentations required in the procurement law. Thus, THPPMP needs to engage the services of an individual consultant who could provide the said requirements of the proposed Construction of the Fence.

#### II. THE OBJECTIVE OF THE PROJECT

The objective of this Project is to for the hired individual Consultant to provide the THPPMP all the documentary requirements needed for the procurement of the proposed Construction of the Fence.

#### III. EXPECTED SERVICES & DELIVERABLES

Under the guidance of PITAHC THPPMP, the Consultant shall be responsible for the following:

1. Coordinate with DPWH Regional Office VIII for the actual design of the ongoing construction of bypass road; and
2. Submit the following outputs:
  - a. Inception report – outlining in detail the activities to be undertaken by the consultant including methodology, implementation plan and timelines
  - b. Plan/design that based on the structural and topographical condition of the area, where THPPMP is situated;
  - c. Cost Estimates, and Bill of Quantities based on the actual market price, taking into consideration value engineering, if applicable; and
  - d. Program/ Scope of Work based on the required human works and winning bidder's or proponent's obligation under the ToR/Contract.



#### IV. TERMS OF PAYMENT BY OUTPUT

The release of payment will be given upon submission of deliverables and output report. The final payment will be released upon approval and acceptance of the output based on the following schedule:

Tranche(s)	Deliverable(s)	Percentage (in %)
1 <sup>st</sup>	Upon the submission and acceptance of the inception report of the project	5%
2 <sup>nd</sup>	Upon submission and acceptance of the Plan/design that based on the structural and topographical condition of the area, where THPPMP is situated	30%
3 <sup>rd</sup>	Upon submission and acceptance of the Cost Estimates, and Bill of Quantities based on the actual market price, taking into consideration value engineering, if applicable	35%
4 <sup>th</sup>	Upon submission and acceptance of the Program/ Scope of Work based on the required human works and winning bidder's or proponent's obligation under the ToR/Contract	30%
		100%

#### V. DURATION AND ENGAGEMENT OF TIMELINE

The engagement will cover two (2) month from receipt of the notice of award.

#### VI. BUDGETARY REQUIREMENTS

1. **Estimated cost:** One Hundred Fifty Thousand Pesos (PhP 150,000.00) inclusive of all applicable government taxes.



**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 Description	Qty	UOM	Total Price In PhP	Total Price (VAT inclusive) In PhP	Compliance to Technical Specification	
					Yes	No
<p><b>ENGAGEMENT OF CONSULTANCY SERVICES FOR THE PREPARATION OF THE REQUIREMENTS OF THE PROPOSED CONSTRUCTION OF PROPERTY FENCE OF PITAHC TACLOBAN HERBAL PHARMACEUTICAL PROCESSING AND MANUFACTURING PLANT ON THE SIDE OF THE BY-PASS ROAD</b></p> <p><b>SCOPE OF WORK:</b></p> <ol style="list-style-type: none"> <li>1. Coordinate with DPWH Regional Office VIII for the actual design of the ongoing construction of bypass road</li> <li>2. Submit the following outputs:               <ol style="list-style-type: none"> <li>a. Inception Report – outlining in detail the activities to be undertaken by the consultant including methodology implementation plan and timelines</li> <li>b. Plan/Design that based on the structural and topographical condition of the area, where THPPMP is situated;</li> <li>c. Cost Estimates, and Bill of Quantities based on the actual market price, taking into consideration value engineering, if applicable; and</li> </ol> </li> </ol> <p><b>Program/Scope of Work based on the required human works and winning bidder's or proponent's obligation under the ToR/Contract</b></p>	1	lot				

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: \_\_\_\_\_