



REQUEST FOR PROSPOSAL

Date: 15 December 2021

Reference: **RFP CO-21-0030SVP**

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 **Eighty-Two Thousand Five Hundred Pesos only (PhP82,500.00) inclusive of VAT** for the procurement of the item/s stated below:

PITAHC 2021 App Reference	PR Number	ITEM DESCRIPTION
5029903000 / 5020201002	21-08-0100	SUPPLY AND DELIVERY OF THE PITAHC CORPORATE GIVEAWAYS With the following Lots: Lot 1. Twenty (20) Baskets of Grocery Gift Basket – Forty Thousand Pesos only (PhP40,000.00); and Lot 2. Fifty (50) pieces of Desk Calendar – Twenty-Five Thousand Pesos only (PhP25,000.00); Lot 3. Fifty (50) pieces Wall Calendar – Seventeen Thousand Five Hundred Pesos only (PhP17,500.00) <i>(See the Technical Specifications as stated in the Price Proposal Form)</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 (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 **20 December 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 2016 Revised IRR.
5. For any clarification, you may contact **Rodelio D. Mendez Jr.** at telephone no. (02) 8282-5193 local 542.

(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:
Grocery Gift Basket: Five (5) calendar days upon receipt of the Purchase Order (PO)
Desk and Wall Calendar: Ten (10) calendar days upon receipt of the final layout
3. Delivery Site: **PITAHC CENTRAL OFFICE, East Avenue Medical Center Compound, Matapang St., Brgy. Central, Quezon City**
4. Payment Term: **Thirty (30) calendar days** upon complete delivery and acceptance
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 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 (*to be indicated in the Price Proposal Form*)



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:

Lot No.	Item Description	Unit Price (in PhP)	Total Price (VAT inclusive) (in PhP)	Compliance to Technical Specification	
				YES	NO
1	<p>GROCERY GIFT BASKET (20 baskets)</p> <p>Specifications: All essentials for season feast in good quality/branded:</p> <p>Complete ingredients for Salad Fruit cocktail 822g, condensed milk 250 ml, all-purpose cream 250 ml cheese 156 g, whole kernel corn 425 g</p> <p>Complete ingredients for Pasta pasta 1kl sauce 1kl cheese 165 g</p> <p>One bottle of wine/sparkling wine</p> <p>Container/packaging type: Package in a basket and the items are covered with plastic and with dedication/greeting card</p>				
2	<p>DESK CALENDAR (50 pieces)</p> <p>Specifications: Size: 8.5" x 5.5" 1 Cover, 12 months (13 sheets) Front cover: AQ coated Calendar-printed on one side Paper: 300 gsm Imported Art Card Printing: full colours one side</p> <p>With customized layout subject to approval of PITAHC</p> <p>Design will be based on pictures to be provided by PITAHC</p>				
3	<p>WALL CALENDAR (50 pieces)</p> <p>Specifications: Size: 11" x 17" Page 1 top half: pictures Page 1 bottom half: binded Calendar Sheets (12 tear off sheets for every month of the year) Paper: 300 gsm Imported Art Card Calendar sheets: Matt #100 Printing: full colours</p>				



	With customized layout subject to approval of PITAHC Design will be based on pictures to be provided by PITAHC				
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Amount in Words: Lot No. 1 – _____
 Lot No. 2 – _____
 Lot No. 3 – _____

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: _____