



REQUEST FOR PROPOSAL

Date: 14 January 2022

Reference: RFP CO-22-001SVP

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 **Fifty Six Thousand Five Hundred Seventy Five Pesos Only (PhP56,575.00) inclusive of VAT** for the procurement of the item/s stated below:

PITAHC 2021 APP Ref	PR Number	Item Description
5029907004	22-01-0013	PROCUREMENT OF RESEARCH AND DEVELOPMENT REFERENCE MATERIALS <i>(Please see List of References and Terms and Conditions for detailed information)</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 **bacpita hc@gmail.com**. The proposal shall be received until **20 January 2022**.
4. 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:
 - a. Valid and current Mayor's/Business Permit 2022 or official receipt as proof that the bidder applied for renewal. The renewed permit shall be submitted on or before the release of final payment;
 - b. Business/Income Tax Return for CY 2019/2020
 - c. Notarized Omnibus Sworn Statement by the prospective bidder in the new prescribed form as per GPPB Resolution No. 16-2020
 - d. PHILGEPS Registration Number *(to be indicated in the Price Proposal Form)*
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



List of References

R&D Division

No.	ISBN	Description	Author	Copyright	Edition	Publisher	Quantity	Amount
1	9780702043079	Medical Acupuncture: A Western Scientific Approach	Filshie, Jacqueline	2016	2 nd	Elsevier	1	7,250.00
2	9789814666862	Pharmaceutical Analysis: A Textbook for Pharmacy Students and Pharmaceutical Chemists	David Watson	2017	4 th	Elsevier	1	1,000.00
3	9780702050107	Acupuncture for IVF and Assisted Reproduction: An integrated approach to treatment and management	Szmelskyj, Irina	2015	1 st	Elsevier	1	4,650.00
4	9781602200371	Illustrated Moxibustion Therapy: A Natural Way of Prevention and Treatment through Traditional Chinese Medicine	Duan Xuexhong	2018	1 st	Tuttle Publishing	1	1,700.00
5	9781602200326	Gua Sha Scraping Massage Techniques: A Natural Way of Prevention and Treatment through Traditional Chinese Medicine	Wu Zhongchao	2018	1 st	Tuttle Publishing	1	1,700.00
6	9788131234587	Textbook of Pharmacognosy and Phytochemistry	Biren Shah	2013	2 nd	Elsevier	1	1,675.00
7	9789719808770	Review Handbook in Diagnostic Bacteriology	Maria Teresa T. Rodriguez	2018	2 nd	C&E Publishing, Inc.	1	800.00
8	9781451191455	Martin's Physical Pharmacy and Pharmaceutical Science	Patrick J. Sinko	2017	7 th	Lippincott Williams & Wilkins	1	1,300.00
9	9783319638614	Therapeutic Use of Medicinal Plants and their Extracts: Volume 1	A.N.M Alamgir	2017	1 st	Springer International Publishing AG	1	13,500.00
10	9781493976850	Methods for Stability Testing of Pharmaceuticals	Gulshan Bansai	2018	1 st	Humana Press, NY	1	7,500.00
11	9783540791157	Herbal Drugs: Ethnomedicine to Modern Medicine	K.G Ramawat	2009	1 st	Springer, Berlin Heidelberg	1	15,500.00
TOTAL								Php 56,575.00

PITAHC Building, Matapang Street, East Avenue Medical Center Compound, Barangay Central, Quezon City, Philippines
Telefax: (632) 8376-3067 / 8376-3068 Trunklines: (632) 8282-5193 / 8282-5194
Email Address: pitahc@gmail.com Website: www.pitahc.gov.ph



TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule: **Seventy-Five (75) calendar days** from receipt of PO for items coming from abroad or **Fifteen (15) calendar days** from receipt of PO for locally available items.
3. Delivery Site: **PITAHC CENTRAL OFFICE, East Avenue Medical Center Compound, Matapang St., Brgy. Central, Quezon City**
4. Payment Term: within **Thirty (30) calendar days** full payment from the date of final inspection and acceptance of all delivered 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.



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	Quantity	UOM	Total Price (in PhP)	Total Price (VAT inclusive) (in PhP)	Compliance to Technical Specification	
					Yes	No
PROCUREMENT OF RESEARCH AND DEVELOPMENT REFERENCE MATERIALS <i>(Per List of References and Terms and Conditions for detailed information)</i>	1	Lot				

Amount in Words: Lot 1 _____

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: _____