



REQUEST FOR QUOTATIONS

Date: 22 February 2022

Reference: RFQ CO-22-001SHP

1. The **Philippine Institute of Traditional and Alternative Health Care (PITAHC)** through its **Bids and Awards Committee (BAC)** invites interested bidders to submit a quotation, with the total Approved Budget for the Contract (ABC) in the total amount of **Two Hundred Ninety-One Thousand Seven Hundred Seventy-Seven Pesos and 1/100 (PhP291,777.01) inclusive of VAT** for the procurement of the item/s stated below:

PITAHC 2022 APP Ref	PR Number	Item Description
5020301002	22-02-0021	SUPPLY AND DELIVERY OF VARIOUS COMMON-USE SUPPLIES AND EQUIPMENT <i>(Per Lot Basis)</i> ABC: Lot 1 – Various Common-Use Supplies – (PhP27,813.20) Lot 2 – Ink and Toner Cartridges – (PhP199,833.81) Lot 3 – Various Equipment – (PhP54,230.00) Lot 4 – Drum Kit – (PhP9,900.00) <i>(Please see attached Price Proposal Form for details)</i>

2. Procurement shall be conducted through **Shopping under Section 52.1 (b)** 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 quotation 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 **28 February 2022**.
4. The bidder must **submit a copy** of the following documents, **together with the quotations**, 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
 - b. Notarized Omnibus Sworn Statement by the prospective bidder in the new prescribed form as per GPPB Resolution No. 16-2020
 - c. 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 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: **Fifteen (15) calendar days** from receipt of Purchase Order (PO)
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 (PhP)**, include all taxes and duties and/or levies payable.
7. Quotations **exceeding the ABC shall be automatically rejected**.
8. The **award of contract** shall be made to the lowest calculated and responsive quotations, 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	Qty	UOM	Total Price (in PhP)	Total Price (VAT inclusive) (in PhP)	Compliance to Technical Specification	
					Yes	No
LOT 1: COMMON-USE SUPPLIES						
PAPER, Multicopy, 80gsm, A4 size	60	Ream				
PAPER, Multicopy, 80gsm, Legal size	40	Ream				
FILE ORGANIZER, expanding, plastic, legal, at least 12 pockets	30	Piece				
DATA FILE BOX, made of Chipboard, with closed ends, approx. 15" x 9.5" 4.5", preferably green or blue in color	24	Piece				
STAPLE WIRE, Standard (26/6)	20	Box				
CLIP, BACKFOLD, all metal, clamping 50mm (-1 mm)	30	Box				
PUNCHER, Paper, Heavy Duty, with two hole guide	4	Piece				
STICKER PAPER, white, matte, A4 size, pack of 10s	30	Pack				
STICKER PAPER, green, matte, A4 size, pack of 5s	10	Pack				
GLUE STICK, approx. 15g	7	Piece				
LOT 2: INK AND TONER CARTRIDGES						
TONER CARTRIDGE, HP CF283A (HP83A) LaserJet Black, new and genuine	15	Cart				
TONER CARTRIDGE, HP CE285A (HP85A), Black, new and genuine	12	Cart				
TONER CARTRIDGE, HP Q2612A, (HP12A) Black, new and genuine	6	Cart				
INK CARTRIDGE, CANON PG-810, Black, new and genuine	6	Cart				
INK CARTRIDGE, CANON CL-811, Colored, new and genuine	6	Cart				
TONER CARTRIDGE, Brother TN-3428, new and genuine	12	Cart				
Lot 3: VARIOUS EQUIPMENT						
MULTI-FUNCTION PRINTER, COLORED: Specifications: Print, scan, copy with ADF; printing up to 33 ppm (Black) and 20 ppm (Colour), approx. 4800 x 1200 dpi; copying up to 11 ipm, approx. 600 x 1200 dpi; scanning approx. 1200 x 2400 dpi; paper size capacity Legal, 8.5 x 13", Letter, A4, etc.; USB 2.0; Network: Ethernet, Wi-Fi, Wi-Fi Direct; Windows Operating System Capability;						
Inclusive of one complete set of	1	Unit				



ink/toners for initial use of end-user office						
UNINTERRUPTIBLE POWER SUPPLY 1000va	5	Unit				
Lot 4: DRUM KIT						
DRUM KIT for Panasonic KX-MB 2120	1	Kit				
OTHER TERMS AND CONDITIONS						

Amount in Words: Lot 1 _____

Amount in Words: Lot 2 _____

Amount in Words: Lot 3 _____

Amount in Words: Lot 4 _____

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: _____