



REQUEST FOR PROPOSAL

Date: 17 March 2022

Reference: **RFP CO-22-005SVP**

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 **Nine Hundred Twenty-Four Thousand Six Hundred Forty-Three Pesos and 20/100 (PhP924,643.20) inclusive of VAT** for the procurement of the item stated below:

PITAHC 2022 APP Ref	PR Number	Item Description
5029904000	22-03-0035	THIRD-PARTY LOGISTICS (3PL) PROVIDER FOR WAREHOUSING AND FORWARDING SERVICES FOR HERBAL MEDICINE ACCESS PROGRAM (HerbMAP) PACKAGES <i>(Please see 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 **bacpitahc@gmail.com**. The proposal shall be received until **21 March 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
 - 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



**TERMS AND CONDITIONS
ON THE THIRD-PARTY LOGISTICS PROVIDER (3PL) FOR WAREHOUSING AND
FORWARDING SERVICES FOR HERBAL MEDICINE ACCESS PROGRAM
(HerbMAP) PACKAGES**

I. BACKGROUND AND RATIONALE

Pursuant to the Republic Act No. 8423, the Philippine Institute of Traditional and Alternative Health Care (PITAHC) has been in quest of its goal in making the Traditional and Complementary Medicine (T&CM) integrated to the Universal Health Care for better health outcomes for Filipino patients.

The Department of Health (DOH) implemented several programs that aim to increase the availability of essential medicines in the public health facilities. These programs also include the procurement and distribution of herbal medicines such as the Lagundi syrups and tablets. Since these MAPs started, the DOH had coordinated with PITAHC in the production of these herbal medicines and products until the re-classification of PITAHC as a research institution.

Since 2020, the COVID-19 emerged in the country that brought us so much burden in terms of accessing health care. This pandemic has also increased the number of Filipino patients with poor accessibility to essential medicines which include herbal medicines.

Together with the DOH, the PITAHC developed the **Herbal Medicine Access Program (HerbMAP)**. This program will promote and advocate the use of herbal medicines and products to the Filipino households to treat common ailments and more specifically symptoms of COVID-19. Thus, this program will be the institute's part of the government's effort to help combat the burden brought by the COVID-19 pandemic.

All HerbMAP packages contain Virgin Coconut Oil (VCO), Lagundi tablets and syrup, and herbal soap bars (*bayabas and akapulko*) that will be distributed to household beneficiaries identified by the DOH.

In order to implement the program, the PITAHC requires the services of a third party logistic firm to deliver the HerbMAP packages to different DOH designated health facilities/ offices, Local Government Units (LGUs), and Herbal Processing Plants (HPPs) for distribution to targeted beneficiaries.

II. OBJECTIVE

To be able to acquire the services of a qualified Third (3rd) Party Logistics Service Provider to warehouse, repack ("*pick and pack*") and forward/distribute 19,500 Herbal Packages to different DOH Center for Health Development (CHDs) or PITAHC identified warehouses or receipt offices nationwide.

III. SCOPE OF WORK

A. 3rd Party Logistics Provider (3PL) shall carry out the following task:

1. Receiving, picking and packing of HerbMAP Products:

- a. Agree on a specified date and time of delivery of all products with the HPPs and other PITAHC suppliers. If there is any change, the MSD shall inform the Service Provider at least a day before the scheduled delivery;



- b. Receipt, identification and counting of all the products included in the HerbMAP packages delivered by the HPPs and other PITAHC Suppliers. In case of discrepancies or inconsistencies, these must be communicated to the focal point from Management Services Division (MSD) of PITAHC;
- c. Warehouse the products received from HPPs and PITAHC suppliers following required storage conditions while waiting for the other products;
- d. Ensure proper inventory management with weekly reporting to PITAHC.

2. Pick and Pack:

- a. Provide a working area for pick and pack;
- b. Upon completion of deliveries of HerbMAP contents, the 3PL shall conduct “pick and pack” of these products to the HerbMAP package (Plastic Storage Box) and affix the designated HerbMAP packaging stickers:
 - i. The HerbMAP package (per box):
 - ii. Plastic storage box (5-6.5 Liters capacity)
 - iii. HerbMAP Sticker
 - iv. HerbMAP Medicine Information Sheet
 - v. PITAHC Lagundi 300 mg Tablet (100 tablets/box)
 - vi. PITAHC Lagundi 300mg/5mL, 120 mL (1 bottle)
 - vii. PITAHC Bayabas Soap 130 grams (1 bar)
 - viii. PITAHC Akapulko Soap 130 grams (1 bar)
 - ix. Virgin Coconut Oil (VCO), 100mL (1 bottle)
- c. Pack the products based on the Allocation List provided by PITAHC;
- d. Packing must be completed within minimum of five (5) days up to maximum of seven (7) days upon receipt of all products included in the HerbMAP package;
- e. Attaching of PITAHC HerbMAP stickers to the Plastic Storage box;
- f. Provide ancillary materials (*i.e. packaging tape, fillers, etc.*) for pick and pack;
- g. Provide working table for DOH/PITAHC’s Staff and/or Inspectors for inspection of products packed.

3. Product Storage

- a. Must have a temperature-controlled storage facility with a temperature of 25-30 degree Celsius supported by an industrial wall-mounted thermometer as proof and record the temperature;
- b. Minimum area of at least One Hundred Square Meter (100 sq. m) and is expandable to at least 200 sq. m if needed;
- c. Storage of products must comply with the requirements/standards set by the Food and Drug Administration (FDA);
- d. Ensure that the products stored in the warehouse are adequately covered by the fire and theft insurance.

4. Warehousing and Consolidation

- a. Consolidate products as per Delivery Order (DO) received from PITAHC;
- b. Responsible for risk in the products including but not limited to breakages, tampering, pilferage, and adulteration upon acceptance and storage of the products;
- c. Maintenance of Inventory records including stocks cards;
- d. Pick and pack of goods for delivery. Ensure that breakable products are properly pack if necessary provide crate or other applicable packaging;
- e. Preparation of pick list or any equivalent document. PITAHC must be provided with a copy of the said documents right after the pick and pack operation;
- f. Service provider shall allow authorized representatives of PITAHC to enter its warehouse at any reasonable time within the office hours and its allies upon



PITAHC's notification, for the purpose of conducting ocular and inventory inspections respectively.

5. Physical Delivery/Forwarding

- a. Dispatching of deliveries from the point of origin (*Warehouse of Service Provider*) via common carrier, such as but not limited to airplanes, ship and/or trucks, to its final destination;
- b. Service Provider shall ensure that deliveries will be received by authorized representatives of the DOH identified recipient during office hours only from 8:00 a.m. to 5:00 p.m., from Monday to Friday except for deliveries during emergencies and under special arrangement;
- c. Ensure that booking and dispatch of shipments must comply with standard delivery requirements of PITAHC, including the on-time reporting of the status of delivery;
- d. Service Provider shall ensure that all deliveries of the products are supported by duly signed Property Transfer Receipt (PTR) or any approved forms under HerbMAP (to be provided by the PITAHC) and copy of Supplier's Delivery Receipt/s;
- e. HerbMAP packages shall be dispatched following the lead time below:

Area	From Metro Manila
NCR + Greater Metro Manila	Within 3 days calendar days
CAR, Regions I, II, III,	Within 7 days calendar days
Regions VI, VII, VIII & VIII	Within 10 days calendar days
Regions IX, X, XI, XII, CARAGA, and ARMM	Within 14 days calendar days

** See Annex A for the complete allocation list

- f. In times of health emergencies or in circumstances outside of the Service Provider's control, the PITAHC reserves the right to deviate from the regular delivery lead time and mode of shipment at its cost, and shall specify the acceptable date the goods should reach their destination/s;
- g. Service Provider shall ensure that the recipients inspect the contents of the package based on the allocation list and delivery receipt prior to signing. A completed delivery should have the following elements: a) delivered to the correct recipient; b) delivered within the specified lead time; c) contents are in accordance with the specifications in the PTR (e.g. type/brand, quantity, expiry date and batch number); d) no physical damages in the contents; and (e) PTR signed by recipient and with remarks as necessary;
- h. Deliveries that have been returned by the recipients for whatever reason, whether in full or in part, shall still be considered completed provided that the elements mentioned above are present. Only completed deliveries may be billed by the Service Provider;
- i. Service Provider shall ensure that the complete name, designation, and signature of the accountable recipient from the PITAHC-identified sites or office including remarks, if any, are affixed in the IRP or delivery receipt;
- j. Service Provider shall ensure that the temperature requirement of commodities is maintained for the duration that the commodities are in transit from warehouse to PITAHC-identified recipient;
- k. Service provider shall be responsible for losses or damages while the goods are in their possession and control;
- l. Service Provider shall allow PITAHC and its authorized representatives to inspect all warehouses and records being used and maintained in its performance of duties and services described herein;



- m. Service Provider shall provide PITAHC with contact details of existing offices/representatives/sub-contractors.

6. Inventory Management

- a. Service Provider shall keep, maintain and manage an up-to-date inventory of HerbMAP products on a weekly basis;
- b. For proper inventory management, Service Provider shall assign at least one (1) point person to handle the system implementation/support/customization of automated inventory system.

IV. IMPLEMENTING ARRANGEMENT

The Office of the Director General and Management Services Division of PITAHC shall be the focal office in this engagement and the highest oversight authority.

**ANNABELLE PABIONA DE GUZMAN, MD, FPAFP, MHA, MA Med
(UK), CESE**
Director General, PITAHC

MICHAEL D. JUNSAY, RPh, CPS, MBAH
Pharmacist VII, Management Services Division

V. RESPONSIBILITIES OF BOTH PARTIES

A. Responsibility of Third-Party Logistic Provider:

1. All deliverables shall be submitted in accordance with agreed timeline;
2. The 3PL is expected to level off and secure approval of PITAHC before initiating any activity relative to the project of this engagement and should work closely with the PITAHC MSD focal point;
3. All deliverables of the 3PL as stipulated in the contract shall become and remain the property of PITAHC;
4. Shall oversee the progress and implementation of this engagement.

B. Responsibility of PITAHC:

1. Allocate the amount of Nine Hundred Twenty-Four Thousand Six Hundred Forty-Three Pesos and 20/100 centavos Only (Php 924,643.20) for this engagement, inclusive of all taxes, chargeable against the funds of Management Services Division under Herbal Medicine Access Program, the disbursement of which shall follow the schedule of payment of this TOR;
2. Hire an experienced and competent 3PL, through Small Value Procurement, of the Revised Implementing Rules and Regulations of the R.A. 9184 Government Procurement Act;
3. Provide technical assistance relevant to the achievement of the project objectives;
4. Provide the 3PL with necessary documents to facilitate the delivery of HerbMAP packages;
5. Monitor the implementation of this engagement;
6. Review and evaluate all the technical progress reports and final report submitted by the consultant;
7. Issue certification of acceptance and recommendation for payment.



VI. OTHER DOCUMENTARY REQUIREMENTS

Aside from the documentary requirements as stated in Item No. 4 of the RFP, the following documents shall be required to be submitted as part of its technical proposal:

1. Printed publication of client profile since 2-3 years ago to current and list of current clients (3-year-old clients) to establish proven experience and capacity in the physical delivery in Food or Pharmaceutical or Health Commodities nationwide for at least three (3) years;
2. Proof of lease or ownership of property to establish existence of Office and warehouse in Metro Manila satellite warehouse or sub-contract affiliates in each DOH regional offices or strategically located within the cluster;
3. Sample 24/7 query reports to determine the existence of electronic system of tracking & reporting the delivery route and status 24/7; and
4. List of Vehicles: type, ownership, cargo capacity in cubic meters, location, registration and/or existing agreements with the third-party trucking and hauling services to establish the delivery assets or network by air, land and water;
5. Copy of documented plan to ensure contingency plan in case of emergencies that could paralyze in part or full its operations such as: labor unrest, fires, calamities/disasters, etc.

VII. TERMS OF PAYMENT

Within thirty (30) calendar days from receipt of all the documents required for payment for every actual completed delivery.

VIII. DURATION AND ENGAGEMENT OF TIMELINE

The engagement shall cover six (6) months starting from the receipt of Purchase Order (PO) of the winning 3PL to the completion of logistical service for the HerbMAP, subject for extension upon the agreement of both parties.

IX. OTHER REQUIREMENTS

- a. Must be able to provide monthly pest and termite treatment, and observe proper practice of hygiene and sanitation;
- b. Must be able to provide pallets, racks and mechanical handling equipment like heavy duty push cart, forklift and the like;
- c. Must be able to provide an all-risks insurance policy/coverage commensurate to the value of average inventory on hand issued by a reputable insurance company with PITAHC as the loss beneficiary;
- d. Must be able to provide a 24-hour security system, including CCTV cameras;
- e. Must be able to provide fire safety gadgets including but not limited to food grade fire extinguisher and alarms;
- f. Other requirements that may be requested by PITAHC to ensure safety and quality of its products in the warehouse.



TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule: **Refer to the Item VIII of the Terms and Conditions**
3. Delivery Site: **Refer to the Item III of the Terms and Conditions, For warehousing, sorting and forwarding of HerbMAP packages to different DOH designated health facilities/offices, Local Government Units (LGUs), and Herbal Processing Plants (HPPs)**
4. Payment Term : within **Refer to the Item VII of the Terms and Conditions**
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. 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
THIRD-PARTY LOGISTICS (3PL) PROVIDER FOR WAREHOUSING AND FORWARDING SERVICES FOR HERBAL MEDICINE ACCESS PROGRAM (HerbMAP) PACKAGES For warehousing, sorting and forwarding of HerbMAP packages to different DOH designated health facilities/offices, Local Government Units (LGUs), and Herbal Processing Plants (HPPs) <i>(Please see Terms and Conditions for detailed information)</i>	1	Lot				
Other Terms and Conditions						

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: _____



Republic of the Philippines
Department of Health

Philippine Institute of Traditional and Alternative Health Care (PITAHC)

