



## REQUEST FOR PROPOSAL

Date: 17 October 2022

Reference: RFP CO-22-027SVP

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 for the procurement of the items stated below with the total Approved Budget for the Contract (ABC) amounting to **Sixty-Four Thousand Pesos (PhP64,000.00) inclusive of VAT and other applicable taxes:**

2.

PITAHC 2022 APP Ref	PR Number	Item Description
50299990 99	22-09-0160	<b>SERVICES FOR THE ANNUAL PHYSICAL EXAMINATION FOR THE PITAHC EMPLOYEES</b>  <i>(See Technical Specifications for detailed requirements)</i>

3. 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".
4. 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](mailto:bacpitahc@gmail.com). The proposal shall be received until **21 October 2022**.
5. 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. 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)*
6. 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.
7. For any clarification, you may contact Mr. **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: **To be determined and scheduled by the PITAHC Administrative Division within the year, preferably in November 2022**
3. Place of Delivery: **On-site. (Mobile laboratory service at PITAHC Central Office Building, East Avenue Medical Center Compound, Matapang St. Brgy. Central, Quezon City.) However, tests not completed on-site during the scheduled APE shall be completed by the concerned employee/s at the supplier's laboratory address. Hence, the location of the laboratory must be within 3-km radius from the PITAHC Central Office Building.**
4. Payment Term: **Batch billing for a minimum number of five (5) employees with complete diagnostic procedures(except for the last billing wherein the minimum number of employees is waived); to be paid within thirty (30) calendar days from the date of receipt of billing/invoice**
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 per lot shall be automatically rejected.
8. As part of the submission aside from Item No. 4 of the RFP and the Price Proposal Form, **bidder shall submit a Certificate of Satisfactory Completion/Performance for those who have previous contracts with PITAHC**, if applicable.
9. The **award of contract** shall be made to the lowest calculated and responsive proposal per lot, which complied with the minimum technical specifications and other terms and conditions stated herein.
10. 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.
11. 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	Total Price (VAT exclusive) (in PhP)	Total Price (VAT inclusive and all other applicable taxes) (in PhP)
<b>SERVICES FOR THE ANNUAL PHYSICAL EXAMINATION FOR THE PITAHC EMPLOYEES</b>		

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: \_\_\_\_\_



## TECHNICAL SPECIFICATION COMPLIANCE

Technical Specifications	Compliance to Technical Specification (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
<b>SERVICES FOR THE ANNUAL PHYSICAL EXAMINATION FOR THE PITAHC EMPLOYEES</b>	Yes ( )	No ( )	
Quantity: 32 Pax	Yes ( )	No ( )	
Inclusions:			
• Complete Blood Count with Platelet Count	Yes ( )	No ( )	
• Routine urinalysis	Yes ( )	No ( )	
• Clinical Chemistry (FBS, Creatinine, BUA, BUN, SGOT, SGPT)	Yes ( )	No ( )	
• Lipid Profile (Total Cholesterol, HDL, LDL, VLDL, Triglyceride)	Yes ( )	No ( )	
• Chest X-ray	Yes ( )	No ( )	
• ECG	Yes ( )	No ( )	
• Release of Results:  Individual results are expected to be released within ten (10) working days from the completion of all diagnostic procedures per employee.	Yes ( )	No ( )	
• Terms and Conditions	Yes ( )	No ( )	
• Delivery Schedule: To be determined and scheduled by the PITAHC Administrative Division within the year, preferably in November 2022	Yes ( )	No ( )	
• Place of Delivery: On-site. (Mobile laboratory service at PITAHC Central Office Building, East Avenue Medical Center Compound, Matapang St. Brgy. Central, Quezon City.) However, tests not completed on-site during the scheduled APE shall be completed by the concerned employee/s at the	Yes ( )	No ( )	



supplier's laboratory address. Hence, the location of the laboratory must be within 3-km radius from the PITAHC Central Office Building.			
<ul style="list-style-type: none"><li>• Payment Term: Batch billing for a minimum number of five (5) employees with complete diagnostic procedures(except for the last billing wherein the minimum number of employees is waived); to be paid within thirty (30) calendar days from the date of receipt of billing/invoice</li></ul>	Yes ( )	No ( )	
<ul style="list-style-type: none"><li>• Certificate of Satisfactory Completion/Performance for those who have previous contracts with PITAHC, if applicable.</li></ul>	Yes ( )	No ( )	