



REQUEST FOR PROPOSAL

Date: 26 October 2022

Reference: RFP CO-22-031SVP

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 Seventy-Six Thousand Five Hundred Pesos (Php76,500.00) inclusive of VAT and other applicable taxes:

2.

PITAHC 2022 APP Ref	PR Number	Item Description
5029901000 / 5020399000	22-08-0112 22-08-0116 22-08-0115 22-08-0113 22-08-0114	SUPPLY AND DELIVERY OF VARIOUS MARKETING PARAPHERNALIA <i>LOT 1: STICKERS FOR PITAHC PANDAN PR BOX - PHP1,500.00</i> <i>LOT 2: PANDAN BOX - PHP10,000.00</i> <i>LOT 3: PITAHC PERSONALIZED BALLPEN - PHP20,000.00</i> <i>LOT 4: PITAHC PRODUCTS FLYER BROCHURE PRINTING - PHP30,000.00</i> <i>LOT 5: PERSONALIZED CANVAS TOTE BAG/ ECO BAG - PHP15,000.00</i> <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. The proposal shall be received until 2 November 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:** Sixty (60) calendar days upon receipt of the final approved layout from PITAHC
3. **Delivery Site:** PITAHC Central Office, East Avenue Medical Center Compound, Matapang St. Brgy. Central, Quezon City.
4. **Payment Term:** Full payment within thirty (30) calendar days from full delivery, inspection and acceptance of delivered item.
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) (in PhP)
SUPPLY AND DELIVERY OF VARIOUS MARKETING PARAPHERNALIA		
LOT 1: STICKERS FOR PITAHC PANDAN PR BOX QUANTITY: 100 PIECES		
LOT 2: PANDAN BOX QUANTITY: 100 PIECES		
LOT 3: PITAHC PERSONALIZED BALLPEN QUANTITY: 1,333 PIECES		
LOT 4: PITAHC PRODUCTS FLYER BROCHURE PRINTING QUANTITY: 5,000 PIECES		
LOT 5: PERSONALIZED CANVAS TOTE BAG/ ECO BAG QUANTITY: 150 PIECES		

Amount in Words: Lot 1 _____
 Lot 2 _____
 Lot 3 _____
 Lot 4 _____
 Lot 5 _____

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)
<p>LOT 1: STICKERS FOR PITAHC PANDAN PR BOX QUANTITY: 100 PIECES</p> <p>Specifications:</p> <p>Size: 4" x 4"</p> <p>Supplier shall provide samples for the final press proofing and inspection</p> <p>With Die cut</p> <p>Special High Gloss Sticker</p> <p>Full color with Lay-outing and Press proofing with adhesive to pandan like materials</p> <p><i>(see annex "A" for the sample)</i></p>	<p>Yes () Yes ()</p> <p>Yes () Yes ()</p> <p>Yes () Yes ()</p> <p>Yes () Yes ()</p> <p>Yes () Yes ()</p> <p>Yes () Yes ()</p>	<p>No () No ()</p> <p>No () No ()</p> <p>No () No ()</p> <p>No () No ()</p> <p>No () No ()</p> <p>No () No ()</p>	
<p>LOT 2: PANDAN BOX (TAMPIPI) QUANTITY: 100 PIECES</p> <p>Specifications:</p> <p>Pandan Native Handcraft with cover Lid</p> <p>Size: 6 inches x 8 inches x 3 inches</p> <p>Pandan Leaves product</p> <p>Supplier shall provide samples for the final press proofing and inspection</p> <p><i>(see annex "A" for the sample)</i></p>	<p>Yes () Yes ()</p> <p>Yes () Yes ()</p> <p>Yes () Yes ()</p> <p>Yes () Yes ()</p> <p>Yes () Yes ()</p>	<p>No () No ()</p> <p>No () No ()</p> <p>No () No ()</p> <p>No () No ()</p> <p>No () No ()</p>	
<p>LOT 3: PITAHC PERSONALIZED BALLPEN QUANTITY: 1,333 PIECES</p> <p>Specifications:</p>	<p>Yes () Yes ()</p>	<p>No () No ()</p>	



Colors: Black, Blue, White	Yes ()	No ()	
Ink Color: Black, Blue	Yes ()	No ()	
Print with PITAHC approved design in full color (digitally printed)	Yes ()	No ()	
Supplier shall provide samples for the final press proofing and inspection	Yes ()	No ()	
<i>(see annex "A" for the sample)</i>	Yes ()	No ()	
LOT 4: PITAHC PRODUCTS FLYER BROCHURE PRINTING QUANTITY: 5,000 PIECES	Yes ()	No ()	
BREAKDOWN:			
Herbal Soaps - 1,800 pcs	Yes ()	No ()	
Herbal Meds - 1,800 pcs	Yes ()	No ()	
IEC Materials - 1,400 pcs	Yes ()	No ()	
Total - 5,000 pcs			
Specifications:	Yes ()	No ()	
PITAHC Products Flyers in 3 designs	Yes ()	No ()	
- Herbal Soap	Yes ()	No ()	
- Herbal Medicine	Yes ()	No ()	
- IEC Materials	Yes ()	No ()	
120 GSM Glossy	Yes ()	No ()	
Back to Back printing	Yes ()	No ()	
Size: A4 (3 folds back to back)	Yes ()	No ()	
<i>(see annex "A" for the sample)</i>			
LOT 5: PERSONALIZED CANVAS TOTE BAG/ ECO BAG QUANTITY: 150 PIECES	Yes ()	No ()	
Specifications:	Yes ()	No ()	
Size: approximately 13 x 15 inches	Yes ()	No ()	
Design Size: A4 size print	Yes ()	No ()	
Material: Canvass / katcha bag without zipper	Yes ()	No ()	
Print: Sublimation	Yes ()	No ()	
	Yes ()	No ()	



Supplier shall provide samples for the final press proofing and inspection <i>(see annex "A" for the sample)</i>	Yes ()	No ()	
<ul style="list-style-type: none">Delivery Schedule: Sixty (60) calendar days upon receipt of the final approved layout from PITAHC	Yes ()	No ()	
<ul style="list-style-type: none">Delivery Site: PITAHC Central Office, East Avenue Medical Center Compound, Matapang St. Brgy. Central, Quezon City.	Yes ()	No ()	
<ul style="list-style-type: none">Payment Term: Full payment within thirty (30) calendar days from full delivery, inspection and acceptance of delivered item.	Yes ()	No ()	
<ul style="list-style-type: none">Certificate of Satisfactory Completion/Performance for those who have previous contracts with PITAHC, if applicable.	Yes ()	No ()	

Conforme:

Name of the Authorized Representative
And signature

Name of Company

Date



Annex "A"

LOT 1: STICKERS FOR PITAHC PANDAN PR BOX





LOT 2: PANDAN BOX (TAMPIPI)





LOT 3: PITAHC PERSONALIZED BALLPEN





LOT 4: PITAHC PRODUCTS FLYER BROCHURE PRINTING

PITAHC SOAP 3 FOLDS FRONT

Other Products

Herbal Medicines

PITAHC Herbal Medicine

Vitex negundo L. Lagundi leaf

Blumea balsamifera L. Sambong leaf

PRODUCT OF PITAHHC AND BACKED BY SCIENTIFIC STUDIES. WE OFFER OPTIONS FOR BETTER HEALTH CARE IN THE PHILIPPINES.

Reference Materials

Information, Education and Communication Materials

Patrubay sa Paggamit ng Halamang gamot

Manual on Tuina Massage for Children An Illustrated Manual for Health Workers

Acupuncture for Common Ailments

Encyclopedia of Common Medicinal Plants of the Philippines Volume 1, 2 & 3

For Orders:
<https://bit.ly/PITAHCCorderform>

About PITAHC

The Philippine Institute of Traditional and Alternative Health Care (PITAHC) was created by virtue of the Republic Act 8423, also known as the Traditional and Alternative Health Care Act of 1997.

PITAHC, through its three (3) Herbal Processing Plants is known for producing FDA approved quality herbal products such as Lagundi and Sambong Tablets, and different variants of herbal soaps.

PITAHC has also published several books that can be used as reference materials.

“Skin care is healthier with PITAHC herbal soap”

Let's CONNECT

<https://pitahc.gov.ph/>

<https://www.facebook.com/pitahcofficial>

(02) 8282 5193 - 94

pitahcmarketing.sales@gmail.com

PITAHC

HERBAL SOAPS

PITAHC SOAP 3 FOLDS BACK

Skin Care is now healthier

with PITAHC herbal soap

Daucus carota L. CARROT
HERBAL SOAP

Contains extract from carrot tubers rich in beta-carotene for a younger looking skin.

PRODUCT OF PITAHHC AND BACKED BY SCIENTIFIC STUDIES. WE OFFER OPTIONS FOR BETTER HEALTH CARE IN THE PHILIPPINES.

Cassia alata L. AKAPULKO
HERBAL SOAP

Contains extract from oleaginous leaves, with anti-fungal property effective for skin diseases.

PRODUCT OF PITAHHC AND BACKED BY SCIENTIFIC STUDIES. WE OFFER OPTIONS FOR BETTER HEALTH CARE IN THE PHILIPPINES.

Cucumis sativus L. CUCUMBER
HERBAL SOAP

Contains cucumber fruit extract which acts as an astringent and skin toner.

PRODUCT OF PITAHHC AND BACKED BY SCIENTIFIC STUDIES. WE OFFER OPTIONS FOR BETTER HEALTH CARE IN THE PHILIPPINES.

Psidium guajava L. BAYABAS
HERBAL SOAP

Contains extract from guava leaves with anti-bacterial property effective for wound healing, pimples and acne lesions.

PRODUCT OF PITAHHC AND BACKED BY SCIENTIFIC STUDIES. WE OFFER OPTIONS FOR BETTER HEALTH CARE IN THE PHILIPPINES.

Averrhoa bilimbi L. KAMIAS
HERBAL SOAP

Contains pure bilimbi fruit extract known for its whitening effect, skin exfoliation, and body deodorizing property.

PRODUCT OF PITAHHC AND BACKED BY SCIENTIFIC STUDIES. WE OFFER OPTIONS FOR BETTER HEALTH CARE IN THE PHILIPPINES.

Carica papaya L. PAPAYA
HERBAL SOAP

Contains extract from papaya leaves rich in enzyme called papain, responsible for its whitening, softening and moisturizing properties.

PRODUCT OF PITAHHC AND BACKED BY SCIENTIFIC STUDIES. WE OFFER OPTIONS FOR BETTER HEALTH CARE IN THE PHILIPPINES.

Citrus medica L. CALAMANSI
HERBAL SOAP

Contains calamansi fruit extract used for skin removal and lightening skin.

PRODUCT OF PITAHHC AND BACKED BY SCIENTIFIC STUDIES. WE OFFER OPTIONS FOR BETTER HEALTH CARE IN THE PHILIPPINES.

Raphanus sativus L. LABANOS
HERBAL SOAP

Contains extract from radish tubers known for its smoothing and toning properties giving a silky effect on the skin.

PRODUCT OF PITAHHC AND BACKED BY SCIENTIFIC STUDIES. WE OFFER OPTIONS FOR BETTER HEALTH CARE IN THE PHILIPPINES.



PITAHC MEDICINE 3 FOLDS FRONT

Other Products

Herbal Soaps



Reference Materials

Information, Education and Communication Materials



For Orders:
<https://bit.ly/PITAHCorderform>

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PITAHC has also published several books that can be used as reference materials.

"Healing with PITAHC Herbal Medicine"

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 pitahcmarketing.sales@gmail.com



PITAHC

We offer options for Better Health Care in the Philippines



PITAHC

HERBAL MEDICINES

PITAHC MEDICINE 3 FOLDS BACK

Vitex negundo L. Lagundi Leaf

FDA Registered
under UP Manila License Agreement

Indication:
Anti-cough/ Anti- asthma/
bronchodilator

Benefits:

Effective in preventing the spread of disease-causing microorganisms, reducing fever, decreasing the viscosity of mucus, improving the color of phlegm, alleviating shortness of breath and wheezing, and lessening the frequency of cough signs and symptoms.

Effective relief from cough as common symptom of COVID-19 infection.



Blumea balsamifera L. Sambong Leaf

FDA Registered
under UP Manila License Agreement

Indication:
Diuretic / Anti- urolithiasis

Benefits:

Effective in treating patients with kidney stones as diuretic and for the dissolution of kidney stones.

Coming soon

**Ulasimang bato as
Anti-hyperuricemic Agent**



PITAHC IEC 3 FOLDS FRONT

Other Products

Herbal Medicines



PRODUCT OF PITAHC AND BACKED BY SCIENTIFIC STUDIES (SEE LIST OF OPTIONS FOR BETTER HEALTH CARE IN THE PHILIPPINES)

Herbal Soaps





For Orders:
<https://bit.ly/PITAHCorderform>

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"Natural & Traditional Healing at your hands"

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PITAHC




PITAHC

Information, Education
& Communication (IEC)
Materials

PITAHC IEC 3 FOLDS BACK

ACUPRESSURE for Common Ailments




Format : Paperback
Pages : 35
Size : 6 in x 9 in
Price :

Acupressure is a traditional Chinese method of maintaining health, treating minor illnesses and alleviating pain by applying pressure or massaging certain points on the body.

According to history, some 5,000 years ago the Chinese discovered that soldiers who were wounded with arrows recovered from chronic illnesses. Later on, by rubbing pointed stones on various parts of the body they were able to discover the acupuncture/ acupressure points.

MANUAL on TUINA MASSAGE for Children

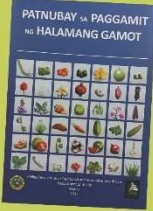


Format : Paper back
Pages : 45
Size : 6 in x 9 in
Price :

This book is primarily written to serve as a training manual for primary health care workers who wish to practice Pediatric Tuina.

Traditional Chinese Medical concepts on disease causation and pathology are presented as simple as possible.


PATNUBAY sa PAGGAMIT ng HALAMANG GAMOT



Format : Softbound
Pages : 438
Size : 11.5 in x 8 in
Price :


The book "Patnubay sa Paggamit ng Halamang gamot" is developed by PITAHC for the promotion of primary health care in the country through the rational use of medicinal plants for common ailments.

This book contains monographs of 263 medicinal plants that can be used as a reference material when using medicinal plants to treat common ailments by community health workers, barangay health workers, barangay nutrition scholars, albularyo, curandero mediko, paltera, hilot, para hilot, manilot, manggilot mangngagas, manugbulong, parabulong, mananambaw, mananambal, tambalan, mumbaki, babaylan, baylan, and many other reliable health care partners.



ENCYCLOPEDIA of common Medicinal Plants of the Philippines Volumes 1-3

Volume 1 -
Volume 2 -
Volume 3 -
Volumes 1 to 3 (bundle) -





LOT 5: PERSONALIZED CANVAS TOTE BAG/ ECO BAG

