



## REQUEST FOR PROPOSAL

Date: 19 October 2022

Reference: RFP CO-22-028SVP

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 Thousand Pesos (PhP60,000.00)** inclusive of VAT and other applicable taxes:

2.

| PITAHC<br>2022 APP Ref | PR<br>Number | Item Description  |
|------------------------|--------------|---|
| 50202010 02            | 22-07-0098   | <b>SERVICES FOR THE MUSICAL PRODUCTION AND ARRANGEMENT OF THE PITAHC'S OFFICIAL HYMN</b><br><br><b>(DEVELOPMENT AND PRODUCTION OF PITAHC HYMN INCLUDING CHORALE AND ORCHESTRAL ARRANGEMENT AND MUSICAL PRODUCTION AND MINUS ONE)</b><br><br><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 **24 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

### MUSICAL PRODUCTION AND ARRANGEMENT OF THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE'S OFFICIAL HYMN

#### I. BACKGROUND:

The Philippine Institute of Traditional and Alternative Health Care (PITAHC) is a government owned and controlled corporation created under RA 8423 also known as the Traditional and Alternative Medicine Act of 1997. PITAHC commissioned a third-party agency to develop a Medium-Term Communication Plan for the Institute, and along with this is the strategic implementation plan of the project. Upon completion of the Medium-Term Communication Plan, one of the identified activities is to constitute the PITAHC's Hymn as part of the implementation on the rebranding and promotion of the Institute's image to the general public and stakeholders.

The PITAHC's Hymn shall serve as the official anthem of the Institute, which reflects the values and identity of the Institute and serves as a tool to communicate PITAHC's overall message including its mission, and vision.

In 2021, PITAHC hired Dr. Felipe De Leon, a National Artist who is known for being a Songwriter-Composer composed the Manuscript of the PITAHC Hymn, complete with words, music and piano accompaniment.

In view of the above, the Institute need a musical producer, arranger and singers for the production and re-arrangement of the PITAHC's Hymn choral and orchestral arrangement with minus one **including choral performance**.

#### II. OBJECTIVE

The primary objective of the project is to improve the musical production of the PITAHC's Hymn by reproducing it through choral, orchestral, and musical arrangement based on the Manuscript of PITAHC's Official Hymn.

#### III. SERVICE DELIVERABLES

The Service Provider shall be obligated to deliver/produce a high-definition studio recording musical production that is adhering to an excellent standard of measure or superior quality through the following production services:

1. Choral and orchestral arrangement of PITAHC Hymn;
2. Production of minus one for the PITAHC Hymn choral arrangement with four voices Soprano, Alto, Tenor, Bass (SATB);
3. Choral musical creation using a soprano, tenor, alto, and bass with a minus one orchestral arrangement utilizing the Musical Instrument Digital Interface (MIDI).

#### IV. QUALIFICATION

##### ***Musical Producer***

1. Has a track record of at least 3 years;
2. Strong music production background;
3. Editing abilities; and



4. Coaching and ability to foster teamwork
5. Capabilities for the recording and musical production

**Musical Arranger**

1. Has a track record of at least 3 years;
2. 3 years' experience using digital audio hardware and software; and
3. Strong background on the arrangement, structure, and instrumentation of the music

**Singers ( Alto, Soprano. Tenor, Bass)**

1. Has a track record of at least 3 years;
2. Perform music for live audiences and recordings as either Alto, Soprano. Tenor, Bass;
3. Has a good singing voice

**V. BUDGETARY REQUIREMENTS**

The total estimated budget for this project is Sixty Thousand Pesos (Php 60,000.00) inclusive of 12% VAT to be sourced out from the Social Advocacy and Training Fund with the following breakdown:

| Particulars  | Total Amount   |
|--|----------------|
| Musical Arranger   | Php 25, 000.00 |
| Singer (Php 4,500.00)<br><i>Alto, Soprano. Tenor, Bass</i> | Php 18,000.00  |
| Musical Producer   | Php 17,000.00  |

**VI. DURATION AND ENGAGEMENT OF TIMELINE**

The contract duration shall be for two (2) months starting on October 2022 upon signing of Purchase Order/Contract of Service.

**VII. PROPRIETARY RIGHTS/OWNERSHIP**

1. All developed materials, and references acquired for this project, including digital files, shall become and remain the property of PITAHC;
2. All Intellectual Properties (IPs) resulting from the project shall be owned by both PITAHC and the service provider. The project results, including publication, shall be consistent with R.A. 8393 (Intellectual Property Code of the Philippines); and
3. The musical arranger shall refrain from publishing /presenting /making known to others the results /outputs of this project without prior written approval of PITAHC.

**VIII. IMPLEMENTING ARRANGEMENTS**

The Office of the Director General through the Social Advocacy and Training Division of PITAHC shall be the focal office(s) in this endeavor and the oversight authority.

**Dr. Annabelle Pabiona-De Guzman**  
*Director General, PITAHC*

**Dr. Francis Vicente S. Ras**  
*Division Chief, Social Advocacy and Training Division*



## OTHER 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 and signing of Purchase Order**
3. Place of Delivery: **PITAHC Central Office Building, East Avenue Medical Center Compound, Matapang St. Brgy. Central, Quezon City.**
4. Payment Term: **Full payment within thirty (30) calendar days from the issuance of the Certificate of Completion, and upon the submission of the complete documentary requirements for payment.**
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) |
|---|--------------------------------------|---|
| <p><b>SERVICES FOR THE MUSICAL PRODUCTION AND ARRANGEMENT OF THE PITAHC'S OFFICIAL HYMN</b></p> <p><b>(DEVELOPMENT AND PRODUCTION OF PITAHC HYMN INCLUDING</b></p> <p><b>CHORALE AND ORCHESTRAL ARRANGEMENT</b></p> <p><b>MUSICAL PRODUCTION AND MINUS ONE)</b></p> |                                      |   |

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<br>(Check the corresponding box) |               |                                   |
|---|--|---------------|-----------------------------------|
|   | Compliant  | Non-Compliant | Remarks:<br>(Counter Specs Offer) |
| SERVICES FOR THE MUSICAL PRODUCTION AND ARRANGEMENT OF THE PITAHC'S OFFICIAL HYMN   | Yes ( )  | No ( )        |                                   |
| (DEVELOPMENT AND PRODUCTION OF PITAHC HYMN INCLUDING  | Yes ( )  | No ( )        |                                   |
| CHORALE AND ORCHESTRAL ARRANGEMENT  | Yes ( )  | No ( )        |                                   |
| MUSICAL PRODUCTION AND MINUS ONE)   | Yes ( )  | No ( )        |                                   |
| TERMS AND CONDITIONS  | Yes ( )  | No ( )        |                                   |
| Services Deliverables   | Yes ( )  | No ( )        |                                   |
| Qualification   | Yes ( )  | No ( )        |                                   |
| Budgetary Requirements  | Yes ( )  | No ( )        |                                   |
| Duration And Engagement Of Timeline   | Yes ( )  | No ( )        |                                   |
| Proprietary Rights/Ownership  | Yes ( )  | No ( )        |                                   |
| Implementing Arrangements   | Yes ( )  | No ( )        |                                   |
| Responsibilities Of Contracting Parties   | Yes ( )  | No ( )        |                                   |
| OTHER TERMS AND CONDITIONS  | Yes ( )  | No ( )        |                                   |
| Delivery Schedule: Sixty (60) calendar days upon receipt and signing of Purchase Order  | Yes ( )  | No ( )        |                                   |
| Place of Delivery: PITAHC Central Office Building, East Avenue Medical Center Compound, Matapang St. Brgy. Central, Quezon City.  | Yes ( )  | No ( )        |                                   |
| Payment Term: Full payment within thirty (30) calendar days from the issuance of the Certificate of Completion, and upon the submission of the complete documentary requirements for payment. | Yes ( )  | No ( )        |                                   |



|  |         |        |  |
|--|---------|--------|--|
| Certificate of Satisfactory Completion/Performance for those who have previous contracts with PITAHC, if applicable. | Yes ( ) | No ( ) |  |
|--|---------|--------|--|