



REQUEST FOR PROPOSAL

Date: 19 October 2022

Reference: RFP CO-22-029SVP

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 **Two Hundred Fifty-Six Thousand Five Hundred Pesos (Php256,500.00) inclusive of VAT and other applicable taxes:**

2.

PITAHC 2022 APP Ref	PR Number	Item Description
5020201002	22-10-0167	SUPPLY AND DELIVERY OF SUPPLIES FOR THE 14TH TAHC CONGRESS ON NOV 16-17, 2022 (PER LOT BASIS) LOT 1: PRINTING OF VARIOUS ITEMS - PHP102,000.00 LOT 2: KATCHA BAG - PHP135,000.00 LOT 3: ID CASE AND LACE - PHP19,500.00 <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 **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

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule:
For Lot 1 and 3 seven (7) calendar days upon receipt of Purchase Order.
For Lot 2 five (5) calendar days before the event on November 16, 2022.
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 SUPPLIES FOR THE 14 TH TAHC CONGRESS ON NOV 16-17, 2022 (PER LOT BASIS)		
<i>LOT 1: PRINTING OF VARIOUS ITEMS</i>		
<i>LOT 2: KATCHA BAG</i>		
<i>LOT 3: ID CASE AND LACE</i>		

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

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)
Lot 1: Printing of Souvenir Program Quantity: 300 pieces Specifications: ½ of A4 (folded) Yes () No () A4 size (spread) Yes () No () Full color print Yes () No () 40 pages including cover Yes () No () Saddle stitch Yes () No () Others: layout Yes () No () Printing of Certificate of Attendance Quantity: 300 pieces Specifications: Paper size: Letter Yes () No () Full color print Yes () No () Paper: Venus light cream100gsm Yes () No () Printing of ID and Meal Stub Quantity: 300 pieces Specifications: Size: 3.5" x5.11" Yes () No () Full and one side print only Yes () No () With perforation Yes () No () Paper: 100gsm Yes () No ()			
Lot 2: Katcha Bag Quantity: 300 pieces Specifications: White Canvass Bag with Zipper Yes () No () Dimension: 34 x 38 x 10 cm Yes () No () With full color print on one side Yes () No ()			
Lot 3: ID Case Quantity: 300 pieces Specifications: Material: Plastic Transparent Yes () No ()			



Size: W 10.5 cm x H 15 cm Will fit the ID and Meal Stub	Yes () Yes ()	No () No ()	
ID Lace Quantity: 300 pieces	Yes () Yes ()	No () No ()	
Specifications: Length: 45 cm Width: 1 cm Silkscreen print Black print for the text Color of lace: Moss Green	Yes () Yes () Yes () Yes () Yes ()	No () No () No () No () No ()	
<ul style="list-style-type: none"> • Delivery Schedule: For Lot 1 and 3 seven (7) calendar days upon receipt of Purchase Order. For Lot 2 five (5) calendar days before the event on November 16, 2022. 	Yes () Yes ()	No () 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 ()	