



REQUEST FOR PROPOSAL

Date: 27 October 2023

Reference: RFP CO-23-039SVP

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 **Nine Hundred Five Thousand Three Hundred Pesos (PhP905,300.00) inclusive of VAT and other applicable taxes:**

2.

PITAHC 2023 APP Ref	PR Number	Item Description
50202010 02	23-10-0196 23-10-0197	<p>PROCUREMENT OF VARIOUS SUPPLIES AND PRINTING OF CERTIFICATES AND OTHER SUPPLIES FOR THE 15TH TAHC CONGRESS AND 20TH WCCM CONGRESS ON NOVEMBER 14-15, 2023 (PER LOT BASIS)</p> <p>LOT 1: PROCURMENT OF ID CASES AND ID LACES (ABC PHP 72,000.00) <u>ITEM 1:</u> ID CASE, 600 PIECES <u>ITEM 2:</u> ID LACE, 600 PIECES</p> <p>LOT 2: PROCUREMENT OF TOKENS (ABC PHP 250,000.00) <u>ITEM 1:</u> TOKEN FOR INTERNATIONAL SPEAKERS, 120 PIECES <u>ITEM 2:</u> TOKEN FOR LOCAL SPEAKERS, 10 PIECES</p> <p>LOT 3: PROCUREMENT OF NATIVE GIFT BAG/BAYONG, 760 PIECES (ABC PHP 76,000.00)</p> <p>LOT 4: PROCUREMENT OF NOTE PAD WITH PEN, 600 PIECES (ABC PHP 30,000.00)</p> <p>LOT 5: PROCUREMENT OF WRISTBAND FOR EVENTS, 1700 PIECES (ABC PHP 8,500.00)</p> <p>LOT 6: PRINTING OF CERTIFICATES & OTHER SUPPLIES (ABC PHP 468,800.00) <u>ITEM 1:</u> CERTIFICATES WITH FRAME, 130 PIECES <u>ITEM 2:</u> CERTIFICATE OF ATTENDANCE, 800 PIECES <u>ITEM 3:</u> IDENTIFICATION CARDS (IDS), 600 PIECES <u>ITEM 4:</u> TARPAULIN FOR BACKDROP, 1 PIECE <u>ITEM 5:</u> SOUVENIR PROGRAMS, 600 PIECES</p> <p>(See Technical Specifications for detailed information)</p>

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 bac@pitahc.gov.ph. The proposal shall be received until **6 November 2023, 12:00NN**.
5. The bidder must **submit a copy** of the following documents, **together with the proposal**, 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
 - b. Notarized Omnibus Sworn Statement by the prospective bidder in the new prescribed form as per GPPB Resolution No. 16-2020 (required if bidding for lots with total ABC above PhP 50,000.00)
 - c. Business/Income Tax Return for CY 2022/2023 (required if bidding for lots with total ABC above PhP 500,000.00)
 - d. 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. **Louie Sibug** at telephone no. (02) 8376-3067.

(Sgd)
ATTY. CARMENCITA D. CASTRO-SANTOS
Chairperson, PITAHC BAC



TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule: **LOTS 1-6:** November 13, 2023
3. Delivery Site: **PITAHC Central Office**
4. Payment Term: **LOTS 1-6:** Thirty (30) days upon inspection and acceptance of completely delivered items
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. 5 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 single or 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/s as follows as per the required specifications:

Item Description	Price (in PhP)	Total Price (VAT inclusive) (in PhP)
PROCUREMENT OF VARIOUS SUPPLIES AND PRINTING OF CERTIFICATES AND OTHER SUPPLIES FOR THE 15TH TAHC CONGRESS AND 20TH WCCM CONGRESS ON NOVEMBER 14-15, 2023 (PER LOT BASIS) LOT 1: PROCURMENT OF ID CASES AND ID LACES (ABC PHP 72,000.00) <u>ITEM 1:</u> ID CASE, 600 PIECES <u>ITEM 2:</u> ID LACE, 600 PIECES		
LOT 2: PROCUREMENT OF TOKENS (ABC PHP 250,000.00) <u>ITEM 1:</u> TOKEN FOR INTERNATIONAL SPEAKERS, 120 PIECES <u>ITEM 2:</u> TOKEN FOR LOCAL SPEAKERS, 10 PIECES		
LOT 3: PROCUREMENT OF NATIVE GIFT BAG/BAYONG, 760 PIECES (ABC PHP 76,000.00)		
LOT 4: PROCUREMENT OF NOTE PAD WITH PEN, 600 PIECES (ABC PHP 30,000.00)		
LOT 5: PROCUREMENT OF WRISTBAND FOR EVENTS, 1700 PIECES (ABC PHP 8,500.00)		
LOT 6: PRINTING OF CERTIFICATES & OTHER SUPPLIES (ABC PHP 468,800.00) <u>ITEM 1:</u> CERTIFICATES WITH FRAME, 130 PIECES <u>ITEM 2:</u> CERTIFICATE OF ATTENDANCE, 800 PIECES <u>ITEM 3:</u> IDENTIFICATION CARDS (IDS), 600 PIECES <u>ITEM 4:</u> TARPULIN FOR BACKDROP, 1 PIECE <u>ITEM 5:</u> SOUVENIR PROGRAMS, 600 PIECES		

Amount in Words: Lot 1 _____
Lot 2 _____
Lot 3 _____
Lot 4 _____
Lot 5 _____
Lot 6 _____

The above-quoted price/s is/are inclusive of **all costs** and applicable taxes.

Very truly yours,

Signature : _____
Printed Name : _____
Date : _____
Company Name : _____
Contact Number : _____
PHILGEPS Registration Number: _____



BREAKDOWN OF PROPOSAL

As per Specifications

Item Description	Unit Price	Total Price
LOT 1: PROCURMENT OF ID CASES AND ID LACES (ABC PHP 72,000.00)		
ITEM 1: ID CASE, 600 PIECES	PhP	PhP
ITEM 2: ID LACE, 600 PIECES	PhP	PhP
TOTAL AMOUNT (LOT 1)		PhP

Item Description	Unit Price	Total Price
LOT 2: PROCUREMENT OF TOKENS (ABC PHP 250,000.00)		
ITEM 1: TOKEN FOR INTERNATIONAL SPEAKERS, 120 PIECES	PhP	PhP
ITEM 2: TOKEN FOR LOCAL SPEAKERS, 10 PIECES	PhP	PhP
TOTAL AMOUNT (LOT 2)		PhP

Item Description	Unit Price	Total Price
LOT 3: PROCUREMENT OF NATIVE GIFT BAG/BAYONG, 760 PIECES (ABC PHP 76,000.00)	PhP	PhP
TOTAL AMOUNT (LOT 3)		PhP

Item Description	Unit Price	Total Price
LOT 4: PROCUREMENT OF NOTE PAD WITH PEN, 600 PIECES (ABC PHP 30,000.00)	PhP	PhP
TOTAL AMOUNT (LOT 4)		PhP



Item Description	Unit Price	Total Price
LOT 5: PROCUREMENT OF WRISTBAND FOR EVENTS, 1700 PIECES (ABC PHP 8,500.00)	PhP	PhP
TOTAL AMOUNT (LOT 5)		PhP

Item Description	Unit Price	Total Price
LOT 6: PRINTING OF CERTIFICATES & OTHER SUPPLIES (ABC PHP 468,800.00)		
ITEM 1: CERTIFICATES WITH FRAME, 130 PIECES	PhP	PhP
ITEM 2: CERTIFICATE OF ATTENDANCE, 800 PIECES	PhP	PhP
ITEM 3: IDENTIFICATION CARDS (IDS), 600 PIECES	PhP	PhP
ITEM 4: TARPAULIN FOR BACKDROP, 1 PIECE	PhP	PhP
ITEM 5: SOUVENIR PROGRAMS, 600 PIECES	PhP	PhP
TOTAL AMOUNT (LOT 6)		PhP



TECHNICAL SPECIFICATIONS COMPLIANCE
LOT 1: PROCURMENT OF ID CASES AND ID LACES

Technical Specifications	Compliance to Technical Specifications (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
ITEM 1: ID CASE, 600 PIECES	Yes ()	No ()	
Specification: Material: Plastic transparent Size: W 10.5 cm x H 15 cm will fit the ID & Meal Stub Supplier should provide sample for approval	Yes ()	No ()	
ITEM 2: ID LACE, 600 PIECES	Yes ()	No ()	
Length: 45cm width: 1 cm silkscreen print, Black print for the txt Color of lace: green color that would complement the txt print Supplier should provide sample for approval before production	Yes ()	No ()	
• Delivery Schedule: November 13, 2023	Yes ()	No ()	
• Delivery Site: PITAHC Central Office	Yes ()	No ()	
• Terms of Payment: Thirty (30) days upon inspection and acceptance of completely delivered items	Yes ()	No ()	
• As part of the submission aside from Item No. 5 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.	Yes ()	No ()	N/A ()

Conforme:

Name of the Authorized Representative
And signature

Name of Company

Date



TECHNICAL SPECIFICATIONS COMPLIANCE
LOT 2: PROCUREMENT OF TOKENS

Technical Specifications	Compliance to Technical Specifications (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
ITEM 1: TOKEN FOR INTERNATIONAL SPEAKERS, 120 PIECES	Yes ()	No ()	
Description: Mother of Pearl Photo Frame Size: 8" x 10" Color: White Style: Dome/Flat, Stand Frame/hanging frame Packaging: individual box for each item, with handle for easy transport, durable and items should be secured Supplier should provide sample for approval	Yes ()	No ()	
ITEM 2: TOKEN FOR LOCAL SPEAKERS, 10 PIECES	Yes ()	No ()	
Description: Mother of Pearl Photo Frame Size: 5" x 7" Color: White Style: Dome/Flat, Stand Frame/hanging frame Packaging: individual box for each item, with handle for easy transport, durable and items should be secured Supplier should provide sample for approval	Yes ()	No ()	
• Delivery Schedule: November 13, 2023	Yes ()	No ()	
• Delivery Site: PITAHC Central Office	Yes ()	No ()	
• Terms of Payment: Thirty (30) days upon inspection and acceptance of completely delivered items	Yes ()	No ()	
• As part of the submission aside from Item No. 5 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.	Yes ()	No ()	N/A ()

Conforme:

Name of the Authorized Representative
And signature

Name of Company

Date



TECHNICAL SPECIFICATIONS COMPLIANCE
LOT 3: PROCUREMENT OF NATIVE GIFT BAG/BAYONG, 760 PIECES

Technical Specifications	Compliance to Technical Specifications (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
ITEM: NATIVE GIFT BAG/BAYONG, 760 PIECES	Yes ()	No ()	
Material: made of Buri Size: L12" x W5" x H12" With long handle Supplier should provide sample for approval	Yes ()	No ()	
• Delivery Schedule: November 13, 2023	Yes ()	No ()	
• Delivery Site: PITAHC Central Office	Yes ()	No ()	
• Terms of Payment: Thirty (30) days upon inspection and acceptance of completely delivered items	Yes ()	No ()	
• As part of the submission aside from Item No. 5 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.	Yes ()	No ()	N/A ()

Conforme:

Name of the Authorized Representative
And signature

Name of Company

Date



TECHNICAL SPECIFICATIONS COMPLIANCE
LOT 4: PROCUREMENT OF NOTE PAD WITH PEN, 600 PIECES

Technical Specifications	Compliance to Technical Specifications (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
ITEM: NOTE PAD WITH PEN, 600 PIECES	Yes ()	No ()	
Classic Stationary Design: Wood Hard Cover 50 leaves, ruled Size: 142mm Others: Front Cover: print of PITAHC logo (full color) Back Cover: print of PITAHC contact number & email address (one color print) Supplier should provide sample for approval before production	Yes ()	No ()	
• Delivery Schedule: November 13, 2023	Yes ()	No ()	
• Delivery Site: PITAHC Central Office	Yes ()	No ()	
• Terms of Payment: Thirty (30) days upon inspection and acceptance of completely delivered items	Yes ()	No ()	
• As part of the submission aside from Item No. 5 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.	Yes ()	No ()	N/A ()

Conforme:

Name of the Authorized Representative
And signature

Name of Company

Date



TECHNICAL SPECIFICATIONS COMPLIANCE
LOT 5: PROCUREMENT OF WRISTBAND FOR EVENTS, 1700 PIECES

Technical Specifications	Compliance to Technical Specifications (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
ITEM: WRISTBAND, 1700 PIECES	Yes ()	No ()	
<p>Disposable wristband, waterproof, oil proof and alcohol proof, soft and wear resistant</p> <p>Material: fiber paper</p> <p>Material: PP Synthetic Paper/Tyvek</p> <p>Size: 25mm x 250mm (1" X 10")</p> <p>with printing: one color print (black)</p> <p>100 pieces per pack</p> <p>Colors:</p> <p>Neon Orange, International participants, 400 x 2 days (800 pieces)</p> <p>Neon Green, Local participants, 200 x 2 days (400 pieces)</p> <p>Neon Blue, Family members international, 300 x 1 day (300 pieces)</p> <p>White, Local participants, welcome dinner, 200 x 1 day (200 pieces)</p> <p>Supplier should provide sample for approval before production</p>	Yes ()	No ()	
<ul style="list-style-type: none">Delivery Schedule: November 13, 2023	Yes ()	No ()	
<ul style="list-style-type: none">Delivery Site: PITAHC Central Office	Yes ()	No ()	
<ul style="list-style-type: none">Terms of Payment: Thirty (30) days upon inspection and acceptance of completely delivered items	Yes ()	No ()	
<ul style="list-style-type: none">As part of the submission aside from Item No. 5 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.	Yes ()	No ()	N/A ()

Conforme:

Name of the Authorized Representative
And signature

Name of Company

Date



TECHNICAL SPECIFICATIONS COMPLIANCE
LOT 6: PRINTING OF CERTIFICATES & OTHER SUPPLIES

Technical Specifications	Compliance to Technical Specifications (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
ITEM 1: CERTIFICATES WITH FRAME, 130 PIECES	Yes ()	No ()	
Size of Certificate : A4 Paper: 100 gsm, white Full color print Frame Size: 11" x 14" Material: wood frame with stand With mat, mat color off-white Certificate border with gold piping Packaging: Individual box for the framed certificate Individual bag for the box of framed certificate, Material: Katcha Supplier should provide sample for approval before production	Yes ()	No ()	
ITEM 2: CERTIFICATE OF ATTENDANCE, 800 PIECES	Yes ()	No ()	
Foreign Participants (layout c/o WFCMS), 400 pieces Local Participants (with WFCMS logo), 200 pieces Local Participants (with PITAHC logo), 200 pieces Paper Size: Letter Full color print Paper: 100 gsm, white Supplier should provide sample for approval before production	Yes ()	No ()	
ITEM 3: IDENTIFICATION CARDS (IDS), 600 PIECES	Yes ()	No ()	
Size: 13 cm H x 9 cm W Full color print Paper: 100 gsm, white Supplier should provide sample for approval before production	Yes ()	No ()	
ITEM 4: TARPAULIN FOR BACKDROP, 1 PIECE	Yes ()	No ()	
Size: 8 feet x 12 feet With eyelet on four corners for easy hanging	Yes ()	No ()	



Supplier should provide sample for approval before production			
ITEM 5: SOUVENIR PROGRAMS, 600 PIECES	Yes ()	No ()	
A3 Size (Spread) A4 Size (Folded) Pages: C2S 220 (cover), C2S 80 (inside) Full color print 60 pages including cover Saddle Stitch Supplier should provide sample for approval before production	Yes ()	No ()	
• Delivery Schedule: November 13, 2023	Yes ()	No ()	
• Delivery Site: PITAHC Central Office	Yes ()	No ()	
• Terms of Payment: Thirty (30) days upon inspection and acceptance of completely delivered items	Yes ()	No ()	
• As part of the submission aside from Item No. 5 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.	Yes ()	No ()	N/A ()

Conforme:

Name of the Authorized Representative
And signature

Name of Company

Date