



REQUEST FOR PROPOSAL

Date: 05 October 2023

Reference: **RFP CO-23-037SVP**

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-One Thousand Eight Hundred Eighty Pesos (Php61,880.00) inclusive of VAT and other applicable taxes:**

2.

| PITAHC 2023 APP Ref | PR Number | Item Description |
|------------------------|-------------------|---|
| 50202010 02 | 23-07-0111 | <p>PROCUREMENT OF EQUIPMENT AND SUPPLIES FOR THE RECIPIENT OF SEAL OF EXCELLENCE GOLD AWARDS (PER LOT BASIS)</p> <p>LOT 1: PROCUREMENT OF MASSAGE TABLES, PORTABLE MASSAGE CHAIRS, AND GUASHA MASSAGE TOOLS (ABC PHP31,500.00) <i>ITEM 1: MASSAGE TABLES, 2 PIECES</i> <i>ITEM 2: PORTABLE MASSAGE CHAIRS, 2 PIECES</i> <i>ITEM 3: GUASHA MASSAGE TOOLS, 2 SETS</i></p> <p>LOT 2: PROCUREMENT OF ACUPUNCTURE NEEDLES, MOXA PUNKS, HOT STONE MASSAGE SETS, VENTOSA SUCTION CUPS, STEAM BATH, AND ELECTRO-ACUPUNCTURE (ABC PHP 30,380.00) <i>ITEM 1: ACUPUNCTURE NEEDLES, VARIOUS SIZES AND QUANTITIES</i> <i>ITEM 2: MOXA PUNKS, 2 BOXES</i> <i>ITEM 3: HOT STONE MASSAGE, 2 SETS</i> <i>ITEM 4: VENTOSA SUCTION CUPS, 2 SETS</i> <i>ITEM 5: STEAM BATH, 2 PIECES</i> <i>ITEM 6: ELECTRO-ACUPUNCTURE, 2 UNITS</i></p> <p><i>(See Technical Specifications for detailed information)</i></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 **13 October 2023, 11:59PM**.
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 two (2) lots with ABC above Php 50,000.00)
 - 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. **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 and 2: Fifteen (15) calendar days upon receipt of Purchase Order**
3. Delivery Site: **PITAHC Central Office**
4. Payment Term: **LOTS 1 and 2: Thirty (30) calendar days** from the date of final inspection and acceptance of complete 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:

| Item Description | Price (in PhP) | Total Price (VAT inclusive) (in PhP) |
|---|-------------------|---|
| PROCUREMENT OF EQUIPMENT AND SUPPLIES FOR THE RECIPIENT OF SEAL OF EXCELLENCE GOLD AWARDS (PER LOT BASIS) (AS PER SPECIFICATIONS) LOT 1: PROCUREMENT OF MASSAGE TABLES, PORTABLE MASSAGE CHAIRS, AND GUASHA MASSAGE TOOLS (ABC PHP31,500.00) | | |
| LOT 2: PROCUREMENT OF ACUPUNCTURE NEEDLES, MOXA PUNKS, HOT STONE MASSAGE SETS, VENTOSA SUCTION CUPS, STEAM BATH, AND ELECTRO-ACUPUNCTURE (ABC PHP 30,380.00) | | |

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

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: PROCUREMENT OF MASSAGE TABLES, PORTABLE MASSAGE CHAIRS, AND GUASHA MASSAGE TOOLS | | |
| ITEM 1: MASSAGE TABLES, 2 PIECES | PhP | PhP |
| ITEM 2: PORTABLE MASSAGE CHAIRS, 2 PIECES | PhP | PhP |
| ITEM 3: GUASHA MASSAGE TOOLS, 2 SETS | PhP | PhP |
| TOTAL AMOUNT (LOT 1) | | PhP |

| Item Description | Unit Price | Total Price |
|--|------------|-------------|
| LOT 2: PROCUREMENT OF ACUPUNCTURE NEEDLES, MOXA PUNKS, HOT STONE MASSAGE SETS, VENTOSA SUCTION CUPS, STEAM BATH, AND ELECTRO-ACUPUNCTURE | | |
| ITEM 1: ACUPUNCTURE NEEDLES | | |
| 0.25 X 25-30MM, 100 PCS/BOX, 2 BOXES | PhP | PhP |
| 0.25 X 40MM, 1000 PCS/BOX, 1 BOX | PhP | PhP |
| 0.25 X 25-30MM, 1000 PCS/BOX, 1 BOX | PhP | PhP |
| ITEM 2: MOXA PUNKS, 2 BOXES | PhP | PhP |
| ITEM 3: HOT STONE MASSAGE, 2 SETS | PhP | PhP |
| ITEM 4: VENTOSA SUCTION CUPS, 2 SETS | PhP | PhP |
| ITEM 5: STEAM BATH, 2 PIECES | PhP | PhP |
| ITEM 6: ELECTRO-ACUPUNCTURE, 2 UNITS | PhP | PhP |
| TOTAL AMOUNT (LOT 2) | | PhP |



TECHNICAL SPECIFICATIONS COMPLIANCE

LOT 1: PROCUREMENT OF MESSAGE TABLES, PORTABLE MESSAGE CHAIRS, AND
GUASHA MESSAGE TOOLS

| Technical Specifications | Compliance to Technical Specifications (Check the corresponding box) | | |
|---|---|---------------|-----------------------------------|
| | Compliant | Non-Compliant | Remarks: (Counter Specs Offer) |
| ITEM 1: MESSAGE TABLES, 2 PIECES | Yes () | No () | |
| Adjustable headrest Covered with synthetic leather style vinyl Materil: Metal frame Height: 27 inches Width: 24 inches Length: 78 inches Color: Any available color | Yes () | No () | |
| ITEM 2: PORTABLE MESSAGE CHAIRS, 2 PIECES | Yes () | No () | |
| Size: 20" x 11" (W x L) Height: 43" Weight: 15 to 18 lbs chair only Support Weight: 1,000 lbs. Foam: Exclusive Small Cell Foam (Higher Density than normal foam with face cradde cover | Yes () | No () | |
| ITEM 3: GUASHA MESSAGE TOOLS, 7 PIECES/SET, 2 SETS | Yes () | No () | |
| Material: Resin Quantity: 7 pieces per set with different shape | Yes () | No () | |
| <ul style="list-style-type: none">Delivery Schedule: Fifteen (15) calendar days upon receipt of Purchase Order | 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) calendar days from the date of final inspection and acceptance of complete 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 2: PROCUREMENT OF ACUPUNCTURE NEEDLES, MOXA PUNKS, HOT STONE MASSAGE SETS, VENTOSA SUCTION CUPS, STEAM BATH, AND ELECTRO-ACUPUNCTURE

| Technical Specifications | Compliance to Technical Specifications (Check the corresponding box) | | |
|--|---|---------------|-----------------------------------|
| | Compliant | Non-Compliant | Remarks: (Counter Specs Offer) |
| ITEM 1: ACUPUNCTURE NEEDLES, VARIOUS SIZES AND QUANTITIES | Yes () | No () | |
| 0.25 x 25-30mm, 100 pcs/box, 2 boxes 0.25 x 40mm, 1000 pcs/box, 1 box 0.25 x 25-30mm, 1000 pcs/box, 1 box | Yes () | No () | |
| ITEM 2: MOXA PUNKS, 10 PIECES/BOX, 2 BOXES | Yes () | No () | |
| Size: 8 cm long | Yes () | No () | |
| ITEM 3: HOT STONE MASSAGE, 28 PIECES/SET, 2 SETS | Yes () | No () | |
| Material: Aluminum Alloy with Stainless Steel Handle Approx. Size: 33.7 x 42 x 4.2 cm Plug type Includes 1 piece heating box | Yes () | No () | |
| ITEM 4: VENTOSA SUCTION CUPS, 30 CUPS/SET, 2 SETS | Yes () | No () | |
| Quantity: 30 cups in different sizes Inclusion: 1 piece Pistol grip hand pump, 10 pieces magnetic attachment | Yes () | No () | |
| ITEM 5: STEAM BATH, 2 PIECES | Yes () | No () | |
| Remote Control Function with remote control Stainless Steel Boiler 220 Voltage 1-9 Gear Temperature Adjustment | Yes () | No () | |
| ITEM 6: ELECTRO-ACUPUNCTURE, 2 UNITS | Yes () | No () | |
| Six route output Multi pulse wave frequency Auto timing switch Inclusion: 6 pieces Self-adhesive wire and 1 charging plug | Yes () | No () | |
| <ul style="list-style-type: none">Delivery Schedule: Fifteen (15) calendar days upon receipt of Purchase Order | 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) calendar days from the date of final inspection and acceptance of complete 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