



## REQUEST FOR PROPOSAL

Date: 27 September 2023

Reference: **RFP CO-23-035SVP**

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 **Four Hundred Twenty-Five Thousand Pesos (PhP425,000.00) inclusive of VAT and other applicable taxes:**

2.

| PITAHC<br>2023 APP Ref | PR<br>Number | Item Description                                                                  |
|------------------------|--------------|-----------------------------------------------------------------------------------|
| 5029999099             |              | <b>PROCUREMENT OF VARIOUS MARKETING AND PROMOTIONAL ITEMS (PER LOT BASIS)</b>     |
|                        |              | <b>LOT 1: PROCUREMENT OF CORPORATE JACKET AND POLO SHIRT (ABC PHP 279,500.00)</b> |
|                        | 23-07-0103   | <u>ITEM 1:</u> CUSTOM CORPORATE JACKET, 130 PIECES                                |
|                        | 23-08-0127   | <u>ITEM 2:</u> CUSTOM POLO SHIRT, 130 PIECES                                      |
|                        |              | <b>LOT 2: PROCUREMENT OF PROMOTIONAL MATERIALS (ABC PHP 145,500.00)</b>           |
|                        | 23-08-0128   | <u>ITEM 1:</u> PITAHC PERSONALIZED CANVAS/KATSA BAG, 500 PCS.                     |
|                        | 23-08-0129   | <u>ITEM 2:</u> EXPANDABLE TOTE BAG, MEDIUM 700 PCS. AND LARGE 700 PCS.            |
|                        | 23-08-0130   | <u>ITEM 3:</u> PITAHC PERSONALIZED BALLPEN, BLACK 500 PCS. AND BLUE 500 PCS.      |
|                        | 23-08-0131   | <u>ITEM 4:</u> FOLDING REINFORCED ARTIST EASEL STAND, 20 PCS.                     |
|                        |              | <i>(See Technical Specifications for detailed information)</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 bac@pitahc.gov.ph. The proposal shall be received until **09 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 2022/2023
  - 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. **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: **LOT 1:** Sixty (60) Days from receipt of the final approved sample from PITAHC; **LOT 2:** Sixty (60) Days from receipt of the final approved sample from PITAHC (Items 1-3); Sixty (60) Days from receipt of the Purchase Order (Item 4)
3. Delivery Site: **PITAHC Central Office**
4. Payment Term: **LOT 1:** Sixty (60) Days from the date of inspection and acceptance of complete items; **LOT 2:** Sixty (60) Days from the date of 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<br>(in PhP) | Total Price<br>(VAT<br>inclusive)<br>(in PhP) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------------------------------------|
| <b>PROCUREMENT OF VARIOUS MARKETING AND PROMOTIONAL ITEMS (PER LOT BASIS) (AS PER SPECIFICATIONS)</b><br><br>LOT 1: PROCUREMENT OF CORPORATE JACKET AND POLO SHIRT (ABC PHP 279,500.00) |                   |                                               |
| LOT 2: PROCUREMENT OF PROMOTIONAL MATERIALS (ABC PHP 145,500.00)                                                                                                                        |                   |                                               |

Amount in Words: \_\_\_\_\_

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 CORPORATE JACKET AND POLO SHIRT |            |             |
| ITEM 1: CUSTOM CORPORATE JACKET, 130 PIECES           | PhP        | PhP         |
| ITEM 2: CUSTOM POLO SHIRT, 130 PIECES                 | PhP        | PhP         |
| TOTAL AMOUNT (LOT 1)                                  |            | PhP         |

| Item Description                                                            | Unit Price              | Total Price             |
|-----------------------------------------------------------------------------|-------------------------|-------------------------|
| LOT 2: PROCUREMENT OF PROMOTIONAL MATERIALS                                 |                         |                         |
| ITEM 1: PITAHC PERSONALIZED CANVAS/KATSA BAG, 500 PCS.                      | PhP                     | PhP                     |
| ITEM 2: EXPANDABLE TOTE BAG, MEDIUM, WHITE 700 PCS<br>LARGE, BLACK 700 PCS. | Medium PhP<br>Large PhP | Medium PhP<br>Large PhP |
| ITEM 3: PITAHC PERSONALIZED BALLPEN, BLACK 500 PCS.<br>BLUE 500 PCS.        | Black PhP<br>Blue PhP   | Black PhP<br>Blue PhP   |
| ITEM 4: FOLDING REINFORCED ARTIST EASEL STAND, 20 PCS.                      | PhP                     | PhP                     |
| TOTAL AMOUNT (LOT 2)                                                        |                         | PhP                     |



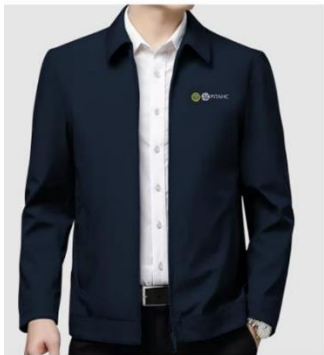
## TECHNICAL SPECIFICATIONS COMPLIANCE (LOT 1)

| Technical Specifications                                                                                                                                                                                                                                                                                                                       | Compliance to Technical Specifications<br>(Check the corresponding box) |               |                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|---------------|-----------------------------------|
|                                                                                                                                                                                                                                                                                                                                                | Compliant                                                               | Non-Compliant | Remarks:<br>(Counter Specs Offer) |
| <b>ITEM 1: CUSTOM CORPORATE JACKET, 130 PIECES</b>                                                                                                                                                                                                                                                                                             | Yes ( )                                                                 | No ( )        |                                   |
| COLOR: NAVY BLUE<br>MATERIAL: BRUSHED TWILL<br>LINING: GEENA SILK<br>COLLAR: STANDARD<br>CUFF: SNAP BUTTONS<br>HEM: PAHA<br>PRINT METHOD: EMBROIDERED<br>LOGO: PITAHC AND DOH<br>LOGO SIZE: 3" wide each<br>LOGO LOCATION: Left Chest<br>POCKET: TWO (BOTH SIDES)<br><br>Supplier shall provide samples for final pressproofing and inspection | Yes ( )                                                                 | No ( )        |                                   |
| <b>ITEM 2: CUSTOM POLO SHIRT, 130 PIECES</b>                                                                                                                                                                                                                                                                                                   | Yes ( )                                                                 | No ( )        |                                   |
| COLOR: WHITE AND GREEN<br>MATERIAL: HONEYCOMB<br>COLLAR&CUFF: KNITTED<br>HEM: FOLDED<br>PRINT METHOD: EMBROIDERED<br>LOGO: PITAHC AND DOH<br>LOGO SIZE: 3" wide each<br>LOGO LOCATION: Left Chest<br><br>Supplier shall provide samples for final pressproofing and inspection                                                                 | Yes ( )                                                                 | No ( )        |                                   |
| <ul style="list-style-type: none"><li>Delivery Schedule: Sixty (60) Days from receipt of the final approved sample from PITAHC</li></ul>                                                                                                                                                                                                       | Yes ( )                                                                 | No ( )        |                                   |
| <ul style="list-style-type: none"><li>Delivery Site: PITAHC Central Office</li></ul>                                                                                                                                                                                                                                                           | Yes ( )                                                                 | No ( )        |                                   |



|                                                                                                                                                                                                                                                                                           |         |        |         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------|---------|
| <ul style="list-style-type: none"><li>Terms of Payment: Sixty (60) Days from the date of inspection and acceptance of complete items</li></ul>                                                                                                                                            | Yes ( ) | No ( ) |         |
| <ul style="list-style-type: none"><li>As part of the submission aside from Item No. 5 of the RFP and the Price Proposal Form, <b>bidder shall submit a Certificate of Satisfactory Completion/Performance for those who have previous contracts with PITAHC, if applicable.</b></li></ul> | Yes ( ) | No ( ) | N/A ( ) |

LOT 1 - ITEM 1



LOT 1 - ITEM 2



Conforme:

Name of the Authorized Representative  
And signature

Name of Company

Date



## TECHNICAL SPECIFICATIONS COMPLIANCE (LOT 2)

| Technical Specifications                                                                                                                                                                                                                                                                          | Compliance to Technical Specifications<br>(Check the corresponding box) |               |                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|---------------|-----------------------------------|
|                                                                                                                                                                                                                                                                                                   | Compliant                                                               | Non-Compliant | Remarks:<br>(Counter Specs Offer) |
| <b><u>ITEM 1: PITAHC PERSONALIZED CANVAS/KATSA BAG</u>, 500 PCS.</b>                                                                                                                                                                                                                              | Yes ( )                                                                 | No ( )        |                                   |
| Size: appox. 13 x 15 inches<br>Design Size: A4 size print<br>Material: CANVAS / KATSA BAG WITHOUT ZIPPER<br>Print: Sublimation<br>Print with PITAHC Approved design in full color<br>Supplier shall provide samples for final pressproofing and inspection                                        | Yes ( )                                                                 | No ( )        |                                   |
| <b><u>ITEM 2: EXPANDABLE TOTE BAG</u>, MEDIUM, WHITE 700 PCS<br/>LARGE, BLACK 700 PCS.</b>                                                                                                                                                                                                        | Yes ( )                                                                 | No ( )        |                                   |
| Sizes, Color and Quantity:<br>Medium - 15x13x4" (White)<br>Large - 17x14x4" (Black)<br>Design Size: A4 size print<br>Material: Non-woven fabric<br>Print: Sublimation<br>Print with PITAHC Approved design in full color<br>Supplier shall provide samples for final pressproofing and inspection | Yes ( )                                                                 | No ( )        |                                   |
| <b><u>ITEM 3: PITAHC PERSONALIZED BALLPEN</u>, BLACK 500 PCS.<br/>BLUE 500 PCS.</b>                                                                                                                                                                                                               | Yes ( )                                                                 | No ( )        |                                   |
| Color: White<br>Ink Color: Black: 500 pcs; Blue: 500 pcs<br>Print with PITAHC Approved design in full color (digitally printed)<br>Supplier shall provide samples for final pressproofing and inspection                                                                                          | Yes ( )                                                                 | No ( )        |                                   |





|                                                                                                                                                                                                                                                                                           |         |        |         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------|---------|
| <b>ITEM 4: FOLDING REINFORCED ARTIST EASEL STAND, 20 PCS.</b>                                                                                                                                                                                                                             | Yes ( ) | No ( ) |         |
| Extra Thick Aluminum<br>Maximum height - 5 ft<br>Can hold maximum size of whiteboard 2x3 feet<br>Color: Black<br>Material: Aluminum<br>Package included: 1 x Aluminum Folding Easel Stand; 1 carry bag                                                                                    | Yes ( ) | No ( ) |         |
| <ul style="list-style-type: none"><li>Delivery Schedule: Sixty (60) Days from receipt of the final approved sample from PITAHC (Items 1-3); Sixty (60) Days from receipt of the Purchase Order (Item 4)</li></ul>                                                                         | Yes ( ) | No ( ) |         |
| <ul style="list-style-type: none"><li>Delivery Site: PITAHC Central Office</li></ul>                                                                                                                                                                                                      | Yes ( ) | No ( ) |         |
| <ul style="list-style-type: none"><li>Terms of Payment: Sixty (60) Days from the date of inspection and acceptance of complete items</li></ul>                                                                                                                                            | Yes ( ) | No ( ) |         |
| <ul style="list-style-type: none"><li>As part of the submission aside from Item No. 5 of the RFP and the Price Proposal Form, <b>bidder shall submit a Certificate of Satisfactory Completion/Performance for those who have previous contracts with PITAHC</b>, if applicable.</li></ul> | Yes ( ) | No ( ) | N/A ( ) |

LOT 2 - ITEM 1



LOT 2 - ITEM 2







LOT 2 - ITEM 3



LOT 2 - ITEM 4



Conforme:

|                                                        |                 |       |       |
|--------------------------------------------------------|-----------------|-------|-------|
| _____                                                  | _____           | _____ | _____ |
| Name of the Authorized Representative<br>And signature | Name of Company | Date  |       |