



REQUEST FOR PROPOSAL

Date: 27 October 2023

Reference: **RFP CO-23-041SVP**

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 item stated below with a total Approved Budget for the Contract (ABC) amounting to **Three Hundred Twenty-Three Thousand Six Hundred Fifty-Two Pesos (PhP323,652.00)** inclusive of VAT and other applicable taxes:

| PITAHC 2023 APP Ref | PR Number | Item Description |
|------------------------|--------------|--|
| 5020201002 | 23-10-0198 | RENTAL OF SIMULTANEOUS INTERPRETATION AND TRANSLATION EQUIPMENT WITH BOOTH FOR THE 15TH TAHC AND 20TH WCCM CONGRESS ON NOVEMBER 14, 2023 AT MANILA HOTEL, CITY OF MANILA <i>(Please see the Technical Specifications for detailed information)</i> |

2. 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*”.
3. 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 November 2023, 12:00 Noon**.
4. 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 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)*
5. 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.
6. For any clarification, you may contact Mr. Louie C. Sibug at telephone no. (02) 8376-3067

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



TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule: **November 14, 2023 (Hotel Ingress Time)**
3. Delivery Site: **Manila Hotel, City of Manila**
4. Payment Term: within **Fifteen (15) calendar days** upon submission of Statement of Account (SoA)/Billing
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 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/single calculated and responsive proposal, 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 and services 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 | Unit Price (in PhP) | Total Price (VAT inclusive and other applicable taxes) (in PhP) |
|--|------------------------|--|
| RENTAL OF SIMULTANEOUS INTERPRETATION AND TRANSLATION EQUIPMENT WITH BOOTH FOR THE 15 TH TAHC AND 20 TH WCCM CONGRESS ON NOVEMBER 14, 2023 AT MANILA HOTEL, CITY OF MANILA | | |

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 (Check the corresponding box) | | |
|---|--|---------------|-----------------------------------|
| | Compliant | Non-Compliant | Remarks: (Counter Specs Offer) |
| RENTAL OF SIMULTANEOUS INTERPRETATION AND TRANSLATION EQUIPMENT WITH BOOTH FOR THE 15TH TAHC AND 20TH WCCM CONGRESS ON NOVEMBER 14, 2023 AT MANILA HOTEL, CITY OF MANILA | Yes () | No () | |
| Chinese to English Simultaneous Interpretation | Yes () | No () | |
| Qty: Two (2) pieces | | | |
| Simultaneous Interpretation Equipment | Yes () | No () | |
| Simultaneous Interpretation ISO Booth | Yes () | No () | |
| Qty: One (1) piece | | | |
| Central Control Unit | Yes () | No () | |
| Qty: One (1) piece | | | |
| Transmitter | Yes () | No () | |
| Two (2) pieces | | | |
| Interpreter’s Console with Microphone and Headphones | Yes () | No () | |
| Qty: One (1) piece | | | |
| Delegates receiver with earpiece | Yes () | No () | |
| Qty: Two Hundred (200) pieces | | | |
| Includes: | | | |
| Transportation cost of Equipment to and from venue | Yes () | No () | |
| Set-up and dismantling of equipment | Yes () | No () | |
| On-site Coordinator’s and Technicians | Yes () | No () | |
| OTHER TERMS AND CONDITIONS | Yes () | No () | |
| Delivery Term: November 14, 2023 (Hotel Ingress Time) | | | |
| Delivery Site: Manila Hotel, City of Manila | Yes () | No () | |
| Payment Term: within Fifteen (15) calendar days upon submission of Statement of Account (SoA)/Billing | Yes () | No () | |



| | | | |
|--|---------|--------|---------|
| 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. | Yes () | No () | N/A () |
|--|---------|--------|---------|

Conforme:

Name and Signature of the
Authorized Representative

Company Name

Date