



REQUEST FOR PROPOSAL

Date: 27 October 2023

Reference: RFP CO-23-042SVP

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 **Three Hundred Ninety Thousand Pesos (PhP390,000.00) inclusive of VAT and other applicable taxes:**

2.

PITAHC 2023 APP Ref	PR Number	Item Description
50202010 02	23-10-0201	RENTAL OF INDOOR LED WALL SCREEN INCLUDING LIGHTS AND SOUNDS FOR THE JOINT 15 <sup>TH</sup> TAHC AND 20 <sup>TH</sup> WCCM CONGRESS ON NOVEMBER 14-15, 2023 AT MANILA HOTEL, CITY OF MANILA (ONE LOT)  (See Technical Specifications for detailed information)

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 November 2023, 12:00 NN**.
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 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: November 14-15, 2023
3. Delivery Site: PITAHC Central Office Event at the Manila Hotel, City of Manila
4. Payment Term: Payment process shall start upon submission of Statement of Account (SoA)/Billing after the event
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. 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, 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	Total Price (VAT exclusive) (in PhP)	Total Price (VAT inclusive) (in PhP)
RENTAL OF INDOOR LED WALL SCREEN INCLUDING LIGHTS AND SOUNDS FOR THE JOINT 15 <sup>TH</sup> TAHC AND 20 <sup>TH</sup> WCCM CONGRESS ON NOVEMBER 14-15, 2023 AT MANILA HOTEL, CITY OF MANILA (ONE LOT)  (AS PER SPECIFICATIONS AND INCLUSIONS)		

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: \_\_\_\_\_



BREAKDOWN OF PROPOSAL

As per Specifications and Inclusions

Item Description	Unit Price	Total Price
RENTAL OF INDOOR LED WALL SCREEN INCLUDING LIGHTS AND SOUNDS FOR THE JOINT 15 <sup>TH</sup> TAHC AND 20 <sup>TH</sup> WCCM CONGRESS ON NOVEMBER 14-15, 2023 AT MANILA HOTEL, CITY OF MANILA (ONE LOT)		
<u>LED WALL FOR 2 DAYS – NOVEMBER 14-15, 2023</u>	PhP	PhP
<u>LIGHTS AND SOUNDS DURING OPENING CEREMONY ON NOVEMBER 14, 2023</u>	PhP	PhP
<u>LIGHTS AND SOUNDS DURING BREAKOUT SESSION (2 ROOMS FOR 2 DAYS) – NOVEMBER 14-15, 2023</u>	PhP	PhP
TOTAL AMOUNT		PhP



TECHNICAL SPECIFICATIONS COMPLIANCE

Technical Specifications	Compliance to Technical Specifications (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
LED WALL FOR 2 DAYS	Yes ( )	No ( )	
LED wall screen should have a high resolution and high color contrast  Panel Dimension: 3.5 meters X 12meters  Pixel Pitch: 3	Yes ( )	No ( )	
Inclusive of the following equipment to run the LED wall screen:  Video mixer/switcher with TV monitor  Laptop, cables and connectors  Delivery, Installation, Pullout & Technical support for the duration of the event	Yes ( )	No ( )	
Others:  LED set-up as per hotel ingress	Yes ( )	No ( )	
LIGHTS AND SOUNDS DURING OPENING CEREMONY ON NOVEMBER 14, 2023	Yes ( )	No ( )	
LIGHTS AND SOUNDS DURING BREAKOUT SESSION (2 ROOMS FOR 2 DAYS)	Yes ( )	No ( )	
INCLUSIONS: 2 UNITS OF VRX POWERED LINEARRAY SPEAKERS 1 UNIT OF DIGITAL MIXER 2 UNITS WIRELESS MICROPHONES 12 UNITS PROGRAMMABLE LED PAR LIGHTS	Yes ( )	No ( )	



2 UNITS BEAM MOVING HEADS 2 UNITS OF LIGHT STAND 1 FOLLOW SPOT			
<ul style="list-style-type: none"><li>Delivery Schedule: November 14-15, 2023</li></ul>	Yes ( )	No ( )	
<ul style="list-style-type: none"><li>Delivery Site: Manila Hotel, City of Manila</li></ul>	Yes ( )	No ( )	
<ul style="list-style-type: none"><li>Terms of Payment: Payment process shall start upon submission of Statement of Account (SoA)/Billing after the event</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 ( )

Conforme:

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Name of the Authorized Representative  
And signature

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Name of Company

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Date



Republic of the Philippines  
Department of Health

**Philippine Institute of Traditional and Alternative Health Care (PITAHC)**

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