



REQUEST FOR PROPOSAL

Date: 06 November 2023

Reference: RFP CO-23-045SVP

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 **Two Hundred Thirty-Six Thousand Four Hundred Pesos (PhP236,400.00) inclusive of VAT and other applicable taxes:**

2.

PITAHC 2023 APP Ref	PR Number	Item Description
5020321002	23-10-0187	<p>PROCUREMENT OF HEAVY-DUTY STEEL RACKS, STEEL CABINETS, MOBILE CABINETS, OFFICE CHAIRS, AND UTILITY LADDER (ONE PACKAGE)</p> <p><i>ITEM 1: HEAVY-DUTY STEEL RACKS, 6 PIECES</i></p> <p><i>ITEM 2: STEEL CABINETS, VERTICAL, 3 PIECES</i></p> <p><i>ITEM 3: STEEL CABINETS, HORIZONTAL/LATERAL, 1 PIECE</i></p> <p><i>ITEM 4: MOBILE CABINETS, 8 PIECES</i></p> <p><i>ITEM 5: OFFICE CHAIRS, 12 PIECES</i></p> <p><i>ITEM 6: UTILITY LADDER, 1 PIECE</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 **14 November 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 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: Twenty (20) days from the date of receipt of Purchase Order
3. Delivery Site: **PITAHC Central Office, Quezon City**
4. Payment Term: Thirty (30) days from the date of inspection and acceptance
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	Unit Price (in PhP)	Total Price (VAT inclusive) (in PhP)
<p>PROCUREMENT OF HEAVY-DUTY STEEL RACKS, STEEL CABINETS, MOBILE CABINETS, OFFICE CHAIRS, AND UTILITY LADDER (ONE PACKAGE)</p> <p><u>INCLUSIONS:</u> ITEM 1: HEAVY-DUTY STEEL RACKS, 6 PIECES ITEM 2: STEEL CABINETS, VERTICAL, 3 PIECES ITEM 3: STEEL CABINETS, HORIZONTAL/LATERAL, 1 PIECE ITEM 4: MOBILE CABINETS, 8 PIECES ITEM 5: OFFICE CHAIRS, 12 PIECES ITEM 6: UTILITY LADDER, 1 PIECE (As per the Technical Specifications)</p>	PhP	PhP

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
PROCUREMENT OF HEAVY-DUTY STEEL RACKS, STEEL CABINETS, MOBILE CABINETS, OFFICE CHAIRS, AND UTILITY LADDER (ONE PACKAGE)		
<i>ITEM 1:</i> HEAVY-DUTY STEEL RACKS, 6 PIECES	PhP	PhP
<i>ITEM 2:</i> STEEL CABINETS, VERTICAL, 3 PIECES	PhP	PhP
<i>ITEM 3:</i> STEEL CABINETS, HORIZONTAL/LATERAL, 1 PIECE	PhP	PhP
<i>ITEM 4:</i> MOBILE CABINETS, 8 PIECES	PhP	PhP
<i>ITEM 5:</i> OFFICE CHAIRS, 12 PIECES	PhP	PhP
<i>ITEM 6:</i> UTILITY LADDER, 1 PIECE	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)
ITEM 1: HEAVY-DUTY STEEL RACKS, 6 PIECES	Yes ()	No ()	
Steel powder coating; with five (5) adjustable shelves; with footings; approximately 1800 mm (H) x 450 mm (D) x 1100 mm (L) in size; black or dark gray in color or similar shade; delivery and installation/assembly included	Yes ()	No ()	
ITEM 2: STEEL CABINETS, VERTICAL, 3 PIECES	Yes ()	No ()	
Material: steel; four-layer vertical filing cabinet; with key-lock mechanism; approximately 1300 mm (H) x 600 mm (D) x 450 mm (L) in size; gray in color or similar shade; delivery and installation/assembly included	Yes ()	No ()	
ITEM 3: STEEL CABINETS, HORIZONTAL/LATERAL, 1 PIECE	Yes ()	No ()	
Material: steel; four-layer horizontal/lateral filing cabinet; with key-lock mechanism; can fit legal size folder; approximately 1300 mm (H) x 450 mm (D) x 900 mm (L) in size; gray in color or similar shade; delivery and installation/assembly included	Yes ()	No ()	
ITEM 4: MOBILE CABINETS, 8 PIECES	Yes ()	No ()	
All-metal body; three (3) drawers; with key-lock mechanism; approximately 600 mm (H) x 520 mm (D) x 400 mm (L) in size; white or beige in color or similar shade; delivery and installation/assembly included	Yes ()	No ()	
ITEM 5: OFFICE CHAIRS, 12 PIECES	Yes ()	No ()	
Low-back; mesh or polyurethane upholstery; with adjustable height and preferably height-adjustable armrest; chrome or similar sturdy base; approximately 1100 mm (H) x 550 mm (D) x 550 mm (L) in size; black or dark gray in color or similar shade; delivery and installation/assembly included	Yes ()	No ()	



ITEM 6: UTILITY LADDER, 1 PIECE	Yes ()	No ()	
Material: Aluminum; approximately 4x4 ft panels; with anti-slip steps; at least 100-kg weight capacity; multipurpose and can be used as a Straight ladder, A ladder, or Stand Off ladder; delivery and installation/assembly included	Yes ()	No ()	
OTHER TERMS AND CONDITIONS:			
<ul style="list-style-type: none">Delivery Schedule: Twenty (20) days from the date of receipt of Purchase Order	Yes ()	No ()	
<ul style="list-style-type: none">Delivery Site: PITAHC Central Office, Quezon City	Yes ()	No ()	
<ul style="list-style-type: none">Terms of Payment: Thirty (30) days from the date of inspection and acceptance	Yes ()	No ()	
<ul style="list-style-type: none">With at least three (3) months warranty	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