



REQUEST FOR PROPOSAL

Date: 10 November 2023

Reference: **RFP CO-23-047SVP**

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 **One Hundred Sixty-Two Thousand Five Hundred Pesos (PhP162,500.00)** inclusive of VAT:

PITAHC 2023 APP Ref	PR Number	Item Description
5060405000	23-10-0194	SUPPLY, DELIVERY, AND INSTALLATION OF ACCOUNTING SOFTWARE FOR THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE <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 **22 November 2023, 11:59PM**.
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: **Fifteen (15) working days** upon receipt of Purchase Order
3. Delivery Site: **PITAHC Building, EAMC Compound, Matapang Street, Barangay Central, Quezon City**
4. Payment Term: within **Thirty (30) calendar days** upon completion of project implementation
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 or single 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 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) (in PhP)
SUPPLY, DELIVERY, AND INSTALLATION OF ACCOUNTING SOFTWARE FOR THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE		

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)
SUPPLY, DELIVERY, AND INSTALLATION OF ACCOUNTING SOFTWARE FOR THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE Quantity: Six (6) licenses, installer, and license key <i>Specifications:</i> <ul style="list-style-type: none">2023 Desktop versionProvision for upgrading <i>Hardware and Software Requirements:</i> <ul style="list-style-type: none">Processor Speed: at least 2.4GhzRAM PC silent: 4 GBRAM PC server: 16 GBDisk Space: at least 10 GBOperating System: Windows 10 Inclusions: <ul style="list-style-type: none">Installation of software, networking and creation of company files and build up of data such as customers, vendors, inventory, and chart of account with beginning balances.Training and hands-on on the following modules:<ol style="list-style-type: none">Customer module: Creation of quotes, sales order, invoice and receiving of payment;Vendor module: Enter of bills and payment;Company module: Chart of account maintenance, inventory, and services; creation, assembly, ordering receipt;	Yes () Yes () Yes () Yes () Yes () Yes () Yes () Yes () Yes () Yes () Yes () Yes () Yes ()	No () No () No () No () No () No () No () No () No () No () No () No () No ()	



4. Banking module: Bank reconciliation and check disbursements; and	Yes ()	No ()	
5. Setup access levels and production reports	Yes ()	No ()	
• Helpdesk support (phone, text, email, chat, and remote access) for one (1) year	Yes ()	No ()	
• Customization of forms	Yes ()	No ()	
OTHER TERMS AND CONDITIONS	Yes ()	No ()	
Delivery Site: PITAHC Building, EAMC Compound, Matapang Street, Barangay Central, Quezon City	Yes ()	No ()	
Delivery Schedule: Within fifteen (15) working days upon receipt of Purchase Order	Yes ()	No ()	
Payment Term: within Thirty (30) calendar days upon completion of project implementation	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