



**REQUEST FOR PROPOSAL**

Date: 16 November 2023

Reference: **RFP CO-23-049SVP**

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 **Sixty-Four Thousand Pesos (PhP64,000.00)** inclusive of VAT:

PITAHC 2023 APP Ref	PR Number	Item Description
5029999099	THPP 2023- 10-131	REPLACEMENT OF DISPLAY KEYPAD ASSY OF THE INKJET CODING MACHINE OF TACLOBAN HERBAL PHARMACEUTICAL PROCESSING AND MANUFACTURING PLANT (THPPMP)  (Please see the Technical Specifications for detailed information)

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 **28 November 2023, 11:59 PM**.
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:
- Valid and current Mayor's/Business Permit 2023
  - Notarized Omnibus Sworn Statement by the prospective bidder in the new prescribed form as per GPPB Resolution No. 16-2020
  - 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 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: Delivery of item and installation within Thirty (30) calendar days upon issuance of Notice to Proceed and/or Purchase Order
3. Delivery Site: **PITAHC Tacloban HPPMP, Barangay 93 Bagacay, Tacloban City**
4. Payment Term: within **Thirty (30) calendar days** full payment from the date of delivery and installation.
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, 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)
REPLACEMENT OF DISPLAY KEYPAD ASSY OF THE INKJET CODING MACHINE OF TACLOBAN HERBAL PHARMACEUTICAL PROCESSING AND MANUFACTURING PLANT (THPPMP), 1 lot		

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*

Item Description	Unit Price	Total Price
<u>ITEM 1:</u> Display Keypad Assy, 1 PIECE	PhP	PhP
<u>ITEM 2:</u> SERVICE Installation at PITAHC THPPMP, Tacloban City	PhP	PhP
<b>TOTAL AMOUNT</b>		PhP

**TECHNICAL SPECIFICATION COMPLIANCE**



Technical Specifications	Compliance to Technical Specification (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
<b>REPLACEMENT OF DISPLAY KEYPAD ASSY OF THE INKJET CODING MACHINE OF TACLOBAN HERBAL PHARMACEUTICAL PROCESSING AND MANUFACTURING PLANT (THPPMP)</b>  Quantity: 1 lot  Item 1: Display Keypad Assy, 1 pc Item 2: Service Installation at PITAHC THPPMP, Tacloban City	Yes ( )  Yes ( )  Yes ( ) Yes ( )	No ( )  No ( )  No ( ) No ( )	
<b>Scope of Work:</b>			
1. Removal of the defective keypress assy	Yes ( )	No ( )	
2. Installation of the new display keypad assy	Yes ( )	No ( )	
3. Update system and orientation about the setting and troubleshooting	Yes ( )	No ( )	
4. Observation during testing and actual operation	Yes ( )	No ( )	
<b>Warranty:</b>			
Twelve (12) months maintenance and/or replacement of item	Yes ( )	No ( )	
<b>OTHER TERMS AND CONDITIONS</b>	Yes ( )	No ( )	
<b>Delivery Site:</b> PITAHC Tacloban HPPMP, Barangay 93 Bagacay, Tacloban City	Yes ( )	No ( )	
<b>Delivery Term:</b> Delivery of item and installation within Thirty (30) calendar days upon issuance of Notice To Proceed and/or Purchase Order	Yes ( )	No ( )	
<b>Payment Term :</b> within Thirty (30) calendar days full payment from the date of delivery and installation.	Yes ( )	No ( )	
As part of the submission aside from Item No. 4 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.	Yes ( )	No ( )	N/A ( )

Conforme:

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Name and Signature of the  
Authorized Representative

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Company Name

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Date