



REQUEST FOR PROPOSAL

Date: 21 December 2023

Reference: **RFP CO-23-054SVP**

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 **Five Hundred Forty-One Thousand Four Hundred Pesos (PhP541,400.00) inclusive of VAT and other applicable taxes:**

2.

PITAHC 2023 APP Ref	PR Number	Item Description
5029999000 5029999099		PROCUREMENT OF VARIOUS PROMOTIONAL MATERIALS INCLUDING CORPORATE GIVEAWAYS (PER LOT BASIS)
	23-11-0223 23-11-0212 23-08-0127	LOT 1: PROCUREMENT OF CORPORATE JACKET AND POLO SHIRT (ABC PHP 371,400.00) <i>ITEM 1: CUSTOM CORPORATE JACKET, 150 PCS. (20 FOR ODG & 130 FOR MSD)</i> <i>ITEM 2: CUSTOM POLO SHIRT, 130 PIECES</i>
	23-11-0214 23-12-0230	LOT 2: PROCUREMENT OF PROMOTIONAL MATERIALS (ABC PHP 90,000.00) <i>ITEM 1: PITAHC PERSONALIZED CANVAS/KATSA BAG, 750 PCS.</i> <i>ITEM 2: FOLDING REINFORCED ARTIST EASEL STAND, 20 PCS.</i>
	23-11-0224	LOT 3: PRINTING OF CORPORATE GIVEAWAYS (ABC PHP 80,000.00) <i>ITEM 1: 2024 PLANNER NOTEBOOK, 100 PIECES</i> <i>ITEM 2: DESK CALENDAR, 100 PIECES</i>
		<i>(See Technical Specifications for detailed information)</i>

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 **28 DECEMBER 2023, 12:00NN**.
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:
- 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
 - Annual Business/Income Tax Returns 2022/2023 *(if bidding for various lots with total ABC above PhP 500,000.00)*
 - 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: **LOT 1:** Sixty (60) Days from receipt of the final approved sample; **LOT 2:** Sixty (60) Days from receipt of the final approved sample (Item 1); Thirty (30) Days from receipt of the Purchase Order (Item 2); **LOT 3:** ITEM 1: 2024 PLANNER NOTEBOOK (WITHIN 30 CALENDAR DAYS UPON RECEIPT OF THE FINAL APPROVED SAMPLE PLANNER); ITEM 2: DESK CALENDAR (WITHIN 10 CALENDAR DAYS UPON RECEIPT OF THE APPROVED SAMPLE PROOFING)
3. Delivery Site: **PITAHC Central Office**
4. Payment Term: **LOT 1:** Sixty (60) Days from the date of inspection and acceptance of complete items; **LOT 2:** Sixty (60) Days from the date of inspection and acceptance of complete items; **LOT 3:** WITHIN 30 WORKING DAYS UPON COMPLETE DELIVERY 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 PER LOT 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 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 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	Price (in PhP)	Total Price (VAT inclusive) (in PhP)
PROCUREMENT OF VARIOUS PROMOTIONAL MATERIALS INCLUDING CORPORATE GIVEAWAYS (PER LOT BASIS) (AS PER SPECIFICATIONS) LOT 1: PROCUREMENT OF CORPORATE JACKET AND POLO SHIRT (ABC PHP 371,400.00) <i>ITEM 1: CUSTOM CORPORATE JACKET, 150 PCS. (20 FOR ODG & 130 FOR MSD)</i> <i>ITEM 2: CUSTOM POLO SHIRT, 130 PIECES</i>		
LOT 2: PROCUREMENT OF PROMOTIONAL MATERIALS (ABC PHP 90,000.00) <i>ITEM 1: PITAHC PERSONALIZED CANVAS/KATSA BAG, 750 PCS.</i> <i>ITEM 2: FOLDING REINFORCED ARTIST EASEL STAND, 20 PCS.</i>		
LOT 3: PRINTING OF CORPORATE GIVEAWAYS (ABC PHP 80,000.00) <i>ITEM 1: 2024 PLANNER NOTEBOOK, 100 PIECES</i> <i>ITEM 2: DESK CALENDAR, 100 PIECES</i>		

Amount in Words: Lot 1 _____
Lot 2 _____
Lot 3 _____

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
LOT 1: PROCUREMENT OF CORPORATE JACKET AND POLO SHIRT		
ITEM 1: CUSTOM CORPORATE JACKET, 150 PCS. (20 FOR ODG & 130 FOR MSD)	PhP	PhP
ITEM 2: CUSTOM POLO SHIRT, 130 PIECES	PhP	PhP
TOTAL AMOUNT (LOT 1)		PhP

Item Description	Unit Price	Total Price
LOT 2: PROCUREMENT OF PROMOTIONAL MATERIALS		
ITEM 1: PITAHC PERSONALIZED CANVAS/KATSA BAG, 750 PCS.	PhP	PhP
ITEM 2: FOLDING REINFORCED ARTIST EASEL STAND, 20 PCS.	PhP	PhP
TOTAL AMOUNT (LOT 2)		PhP

Item Description	Unit Price	Total Price
LOT 3: PRINTING OF CORPORATE GIVEAWAYS		
ITEM 1: 2024 PLANNER NOTEBOOK, 100 PIECES	PhP	PhP
ITEM 2: DESK CALENDAR, 100 PIECES	PhP	PhP
TOTAL AMOUNT (LOT 3)		PhP



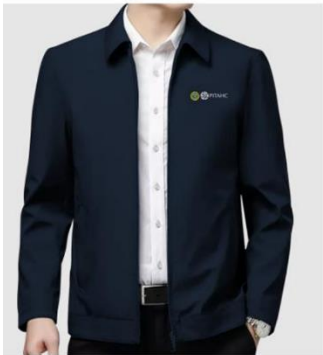
TECHNICAL SPECIFICATIONS COMPLIANCE (LOT 1)

Technical Specifications	Compliance to Technical Specifications (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
ITEM 1: CUSTOM CORPORATE JACKET, 150 PCS. (20 FOR ODG & 130 FOR MSD)	Yes ()	No ()	
COLOR: NAVY BLUE MATERIAL: BRUSHED TWILL LINING: GEENA SILK COLLAR: STANDARD CUFF: SNAP BUTTONS HEM: PAHA PRINT METHOD: EMBROIDERED LOGO: PITAHC AND DOH LOGO SIZE: 3" wide each LOGO LOCATION: Left Chest POCKET: TWO (BOTH SIDES) Supplier shall provide samples for final pressproofing and inspection	Yes ()	No ()	
ITEM 2: CUSTOM POLO SHIRT, 130 PIECES	Yes ()	No ()	
COLOR: WHITE AND GREEN MATERIAL: HONEYCOMB COLLAR&CUFF: KNITTED HEM: FOLDED PRINT METHOD: EMBROIDERED LOGO: PITAHC AND DOH LOGO SIZE: 3" wide each LOGO LOCATION: Left Chest Supplier shall provide samples for final pressproofing and inspection	Yes ()	No ()	
<ul style="list-style-type: none">Delivery Schedule: Sixty (60) Days from receipt of the final approved sample	Yes ()	No ()	
<ul style="list-style-type: none">Delivery Site: PITAHC Central Office	Yes ()	No ()	



<ul style="list-style-type: none">Terms of Payment: Sixty (60) Days from the date of inspection and acceptance of complete items	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 ()

LOT 1 - ITEM 1



LOT 1 - ITEM 2



Conforme:

Name of the Authorized Representative
And signature

Name of Company

Date



TECHNICAL SPECIFICATIONS COMPLIANCE (LOT 2)

Technical Specifications	Compliance to Technical Specifications (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
ITEM 1: PITAHC PERSONALIZED CANVAS/KATSA BAG, 750 PCS.	Yes ()	No ()	
Size: appox. 13 x 15 inches Design Size: A4 size print Material: CANVAS / KATSA BAG WITHOUT ZIPPER Print: Sublimation Print with PITAHC Approved design in full color Supplier shall provide samples for final proofing and inspection	Yes ()	No ()	
ITEM 2: FOLDING REINFORCED ARTIST EASEL STAND, 20 PCS.	Yes ()	No ()	
Extra Thick Aluminum Maximum height - 5 ft Can hold maximum size of whiteboard 2x3 feet Color: Black Material: Aluminum Package included: 1 x Aluminum Folding Easel Stand; 1 carry bag	Yes ()	No ()	
<ul style="list-style-type: none">Delivery Schedule: Sixty (60) Days from receipt of the final approved sample (Item 1); Thirty (30) Days from receipt of the Purchase Order (Item 2)	Yes ()	No ()	
<ul style="list-style-type: none">Delivery Site: PITAHC Central Office	Yes ()	No ()	
<ul style="list-style-type: none">Terms of Payment: Sixty (60) Days from the date of inspection and acceptance of complete items	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 ()



LOT 2 - ITEM 1



LOT 2 - ITEM 2



Conforme:

Name of the Authorized Representative
And signature

Name of Company

Date



TECHNICAL SPECIFICATIONS COMPLIANCE (LOT 3)

Technical Specifications	Compliance to Technical Specifications (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
ITEM 1: 2024 PLANNER NOTEBOOK, 100 PIECES	Yes ()	No ()	
<p>Size: A5 14.5 X 21 X 2.5cm Density of Paper: 80 gsm premium thick paper Paper Type: High quality of white paper Number of Sheets: 120 sheets</p> <p>Sheet / Content: -2024/25 reference calendar -Address book (name, telephone/mobile number, email address) -Dated Monthly Calendar (1 page per month) -Daily to-do-list with Status/remarks column (2 days per page) -Notes</p> <p>Cover: PU leather hard cover (soft to touch) with button closure</p> <p>Front cover: engraved PITAHC Logo and 2024 at the lower left side</p> <p>Inside Front Cover: 5 card slots</p> <p>Back Inside Cover: side pocket</p> <p>Color: Olive green</p> <p>Packaging: Planner shall be placed in a box</p> <p>Supplier shall provide sample planner as per specifications for approval prior to production</p>	Yes ()	No ()	
ITEM 2: DESK CALENDAR, 100 PIECES	Yes ()	No ()	
<p>Size: 8.5" x 5.5" 1 Cover, 12 months (13 sheets) Front Cover: AQ Coated Calendar – printed on one side Paper: 300 gsm imported Art Card Printing: full colours one side</p> <p>With customized layout subject to approval of PITAHC</p> <p>Design will be based on pictures to be provided by PITAHC</p> <p>Supplier shall provide sample proofing as per specifications for approval prior to production</p>	Yes ()	No ()	
Delivery Schedule: ITEM 1: 2024 PLANNER NOTEBOOK (WITHIN 30 CALENDAR DAYS UPON RECEIPT OF THE FINAL APPORVED SAMPLE PLANNER); ITEM 2: DESK CALENDAR	Yes ()	No ()	



(WITHIN 10 CALENDAR DAYS UPON RECEIPT OF THE APPROVED SAMPLE PROOFING)			
Delivery Site: PITAHC Central Office	Yes ()	No ()	
Terms of Payment: WITHIN 30 WORKING DAYS UPON COMPLETE DELIVERY AND ACCEPTANCE	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