



REQUEST FOR QUOTATION

Date: 17 January 2024

Reference: RFQ CO-24-001SHP

1. The **Philippine Institute of Traditional and Alternative Health Care (PITAHC)** through its **Bids and Awards Committee (BAC)** invites interested bidders to submit a quotation for the procurement of the items stated below with the total Approved Budget for the Contract (ABC) amounting to **Two Hundred Ninety-One Thousand Five Hundred Thirteen Pesos and 44/100 (PhP291,513.44)** inclusive of VAT and other applicable taxes:

2.

PITAHC 2023 APP Ref	PR Number	Item Description
50203010 02	24-01-0012	COMMON-USE SUPPLIES (ONE LOT) <i>(See Technical Specifications for detailed requirements)</i>

3. Procurement shall be conducted through Shopping under Section 52.1 (b) 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 quotation 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 quotation shall be received until **January 23, 2024; 11:59PM**.
5. The bidder must **submit a copy** of the following documents, **together with the quotations**, 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
 - b. PHILGEPS Registration Number *(to be indicated in the Price Quotation 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 quotations, or declare a failure of 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 C. Sibug at telephone no. (02) 8376-3067

(Sgd.)

ATTY. CARMENCITA CASTRO-SANTOS
Chairperson, PITAHC BAC



OTHER TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule: **Fifteen (15) days from date of receipt of Purchase Order**
3. Place of Delivery: **PITAHC Central Office Building, Matapang Street, Barangay Central, Quezon City.**
4. Payment Term: **Thirty (30) days from date of Inspection and Acceptance of complete items**
5. Price quotation must be valid for a period of **thirty (30) calendar days** from the date of submission.
6. Price quotation to be denominated in **Philippine Peso (PhP)**, include all taxes and duties and/or levies payable.
7. Quotations exceeding the ABC shall be automatically rejected.
8. As part of the submission aside from Item No. 5 of the RFQ and the Price Quotation 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 calculated and responsive quotation 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 QUOTATION 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 quotation for the item as follows:

Item Description	Total Price (VAT exclusive) (in PhP)	Total Price (VAT inclusive and all other applicable taxes) (in PhP)
COMMON-USE SUPPLIES (ONE 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: _____



PRICE BREAKDOWN PER ITEM

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
Paper, multicopy, A4, 80gsm	100 reams		
Paper, multicopy, Legal, 80gsm	30 reams		
Toner Cartridge, Brother TN-3478, original and brand new, black	12 cartridges		
Toner Cartridge, HP CE285A (HP85A), original and brand new, black	12 cartridges		
Toner Cartridge, HP Q2612A, (HP12A), original and brand new, black	4 cartridges		
Toner Cartridge, HP83A, original and brand new, black	24 cartridges		

Conforme:

Name and Signature of the
Authorized Representative

Company Name

Date



TECHNICAL SPECIFICATION COMPLIANCE

Technical Specifications	Compliance to Technical Specification (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
Paper, multicopy, A4, 80gsm Quantity: 100 REAMS	Yes ()	No ()	
Paper, multicopy, Legal, 80gsm Quantity: 30 REAMS	Yes ()	No ()	
Toner Cartridge, Brother TN-3478, original and brand new, black Quantity: 12 CARTRIDGES	Yes ()	No ()	
Toner Cartridge, HP CE285A (HP85A), original and brand new, black Quantity: 12 CARTRIDGES	Yes ()	No ()	
Toner Cartridge, HP Q2612A, (HP12A), original and brand new, black Quantity: 4 CARTRIDGES	Yes ()	No ()	
Toner Cartridge, HP83A, original and brand new, black Quantity: 24 CARTRIDGES	Yes ()	No ()	
DELIVERY SCHEDULE Fifteen (15) days from date of receipt of Purchase Order	Yes ()	No ()	
PLACE OF DELIVERY PITAHC Central Office Building, Matapang Street, Barangay Central, Quezon City	Yes ()	No ()	
PAYMENT TERMS Thirty (30) days from date of Inspection and Acceptance of complete items	Yes ()	No ()	



OTHER TERMS AND CONDITIONS			
<ul style="list-style-type: none">Certificate of Satisfactory Completion/Performance for those who have previous contracts with PITAHC, if applicable.	Yes ()	No ()	

Conforme:

Name and Signature of the
Authorized Representative

Company Name

Date