



## REQUEST FOR PROPOSAL

Date: 01 February 2024

Reference: RFP CO-24-001SVP

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 the total Approved Budget for the Contract (ABC) amounting to **Sixty Thousand Pesos (Php60,000.00) inclusive of VAT and other applicable taxes**:

2.

PITAHC 2023 IAPP Ref	PR Number	Item Description
50299990 99	24-01-0001	<b>SERVICE PROVIDER FOR THE LAUNDRY REQUIREMENTS OF THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE FOR CALENDAR YEAR 2024</b>  <i>(See Technical Specifications for detailed requirements)</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 **09 February 2024, 11:59PM**.
5. 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 or Official receipt of the Application for Mayor's/Business Permit for CY 2024
  - 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)*
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 the **PITAHC BAC Secretariat** at telephone no. (02) 8282-5194.

(Sgd.)

**ATTY. CARMENCITA D. CASTRO-SANTOS**  
Chairperson, PITAHC BAC

## TERMS AND CONDITIONS

### **FOR THE PROCUREMENT OF A SERVICE PROVIDER FOR THE LAUNDRY REQUIREMENTS OF THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE FOR CALENDAR YEAR 2024**



## I. BACKGROUND AND GENERAL OBJECTIVE

As a Government Owned and Controlled Corporation (GOCC), the Philippine Institute of Traditional and Alternative Health Care (PITAHC) has been engaging in enterprises for its financial sustainability. One of these enterprises is the dormitory rental, which has laundry requirements for its clientele.

This Terms and Conditions seeks to procure a Service Provider for all the laundry requirements of PITAHC for Calendar Year (CY) 2024 through Negotiated Procurement under Small Value Procurement in accordance with Section 53.9 and Item No. 8 of Annex "H" of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

## II. APPROVED BUDGET

The approved budget for this procurement is **Sixty Thousand Pesos (PhP 60,000.00)**.

## III. DURATION OF THE CONTRACT

1. The Contract shall be effective *from the date of receipt of Notice to Proceed until December 31, 2024*.
2. The parties may pre-terminate the Contract in accordance with the *Guidelines on Termination of Contracts* issued by the Government Procurement Policy Board (GPPB) under Resolution No. 018-2004 dated December 22, 2004. In case of any violation of the stipulated terms and conditions, the Contract may be terminated by PITAHC upon written notice, and shall take effect thirty (30) days upon receipt of such notice.

## IV. SCOPE OF SERVICES:

1. The Service Provider shall:
  - 1.1 Timely pick-up the flat sheets, fitted sheets, pillowcases, bath towels, comforters, pillows, and curtains from PITAHC, based on a monthly schedule or as the need arises, and this shall be done only during office hours and upon the advice of the authorized officer of the Administrative Division through the issuance of the approved Purchase Order for the transaction.
  - 1.2 Submit a completely filled out Job Order/Pick-up Receipt for signature of the authorized officer of the Administrative Division. This document shall indicate the items to be picked-up, including the total quantity and weight per item indicated.
  - 1.3 Provide professional laundry services, including, but not limited to:
    - 1.3.1 Washing, drying and pressing; and
    - 1.3.2 Dry cleaning, if applicable;
  - 1.4 Deliver the items within the specified timeframe, which is fifteen (15) days from the date of pick-up.
  - 1.5 Submit a completely filled out Delivery Receipt and Billing Invoice/Statement of Account (SOA) for signature of the authorized officer of the Administrative Division. These documents shall indicate the items delivered, including the total quantity and weight per item indicated.
  - 1.6 Ensure quality care for all items in order to preserve the appearance of the fabric.



2. In the event that PITAHC is not satisfied with the services provided or the cleanliness of the items, the Service Provider shall again provide the same services at no additional cost to PITAHC.
3. The Service Provider shall be fully responsible and liable for any damage, loss or destruction of any item. It shall provide a credit on the SOA in the amount equivalent to the current value of the damaged or lost item(s), or replace such item(s) with items of similar quality and/or value.

## **V. PAYMENT TERMS**

1. The Service Provider shall only bill PITAHC for every actual pick-up and complete delivery of laundry services as per the approved Purchase Order for the transaction.
2. PITAHC shall pay the Service Provider within fifteen (15) days from receipt of all the documents required for payment, including, but not limited to, the SOA, Pick-up and Delivery Receipts, and other supporting documents that may be required, subject to inspection and acceptance by the Property/Supply Officer and the Inspection and Acceptance Committee.

## **VI. EXTENSION OF THE CONTRACT**

1. Upon expiration of the Contract, PITAHC may request for an extension on a periodic month-to-month basis but not to exceed an aggregate period of one (1) year, until such time that a new contract is entered into. The Contract may be extended subject to limitations as stated in GPPB Resolution No. 23-007 on the *Revised Guidelines on the Extension of Contracts for General Support Services*.
2. In case of an extension, there is no need to execute an Extension Contract, and the cost shall be in accordance with the price schedule as contained in the Abstract of Proposal.

## **VII. OTHER CONDITIONS**

In addition to the requirements in accordance with Appendix A of Annex "H" of the 2016 Revised IRR of RA 9184, the Service Provider shall also submit the Accomplished Request for Proposal. *The proposal should include the unit cost per kilogram per item, and the average unit cost shall serve as the basis for the determination of the lowest bid.*

## **OTHER TERMS AND CONDITIONS**

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule: **Fifteen (15) days from the date of pick up; Refer to Item III of the Terms and Conditions for the duration of the contract**
3. Delivery Site: **PITAHC Central Office**
4. Payment Term: **Fifteen (15) days from receipt of all the documents required for payment**
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 as follows:

Item Description	Average Unit Cost (VAT inclusive and all other applicable taxes)	Total Cost (VAT inclusive and all other applicable taxes)
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	(in PhP)	(in PhP)
<b>SERVICE PROVIDER FOR THE LAUNDRY REQUIREMENTS OF THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE FOR CALENDAR YEAR 2024</b>		
-ESTIMATED TOTAL QUANTITY OF <u>1,000KG</u> FOR COMPUTATION PURPOSE ONLY-	PhP _____	PhP _____

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 UNIT COST PER ITEM

Item	Unit of Measure	Cost per Kilogram
-flat sheets	Per kilogram	PhP _____
-fitted sheets	Per kilogram	PhP _____
-pillowcases	Per kilogram	PhP _____
-bath towels	Per kilogram	PhP _____
-comforters	Per kilogram	PhP _____
-pillows	Per kilogram	PhP _____
-curtains	Per kilogram	PhP _____
<b>AVERAGE UNIT COST</b>	<b>Per kilogram</b>	<b>PhP _____</b>

Conforme:



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Name and Signature of the  
Authorized Representative

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Company Name

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Date

TECHNICAL SPECIFICATION COMPLIANCE

Technical Specifications	Compliance to Technical Specification (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
SERVICE PROVIDER FOR THE LAUNDRY REQUIREMENTS OF THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE FOR CALENDAR YEAR 2024	Yes ( )	No ( )	
I. DURATION OF THE CONTRACT	Yes ( )	No ( )	
1. The Contract shall be effective from the date of receipt of Notice to Proceed until December 31, 2024.	Yes ( )	No ( )	
2. The parties may pre-terminate the Contract in accordance with the Guidelines on Termination of Contracts issued by the Government Procurement Policy Board (GPPB) under Resolution No. 018-2004 dated December 22,	Yes ( )	No ( )	



2004. In case of any violation of the stipulated terms and conditions, the Contract may be terminated by PITAHC upon written notice, and shall take effect thirty (30) days upon receipt of such notice.			
<b>SCOPE OF SERVICES:</b>  (Please see Item IV of the Terms and Conditions)	Yes ( )	No ( )	
<b>PAYMENT TERMS</b>  1. The Service Provider shall only bill PITAHC for every actual pick-up and complete delivery of laundry services as per the approved Purchase Order for the transaction.  2. PITAHC shall pay the Service Provider within fifteen (15) days from receipt of all the documents required for payment, including, but not limited to, the SOA, Pick-up and Delivery Receipts, and other supporting documents that may be required, subject to inspection and acceptance by the Property/Supply Officer and the Inspection and Acceptance Committee.	Yes ( )  Yes ( )	No ( )  No ( )	
<b>EXTENSION OF THE CONTRACT</b>  1. Upon expiration of the Contract, PITAHC may request for an extension on a periodic month-to-month basis but not to exceed an aggregate period of one (1) year, until such time that a new contract is entered into. The Contract may be extended subject to limitations as stated in GPPB Resolution No. 23-007 on the <i>Revised Guidelines on the Extension of Contracts for General Support Services</i> .  2. In case of an extension, there is no need to execute an Extension Contract, and the cost shall be in accordance with the price schedule as contained in the Abstract of Proposal.	Yes ( )  Yes ( )	No ( )  No ( )	
<b>OTHER TERMS AND CONDITIONS</b>	Yes ( )	No ( )	
• Certificate of Satisfactory Completion/Performance for those who have previous	Yes ( )	No ( )	





contracts with PITAHC, if applicable.			
<ul style="list-style-type: none"><li>In addition to the requirements in accordance with Appendix A of Annex "H" of the 2016 Revised IRR of RA 9184, the Service Provider shall also submit the Accomplished Request for Proposal. <i>The proposal should include the unit cost per kilogram per item, and the <b>average unit cost</b> shall serve as the basis for the determination of the lowest bid.</i></li></ul>	Yes ( )	No ( )	

Conforme:

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Name and Signature of the  
Authorized Representative

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Company Name

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Date