



## REQUEST FOR PROPOSAL

Date: 12 February 2024

Reference: **RFP CO-24-002SVP**

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 **One Hundred Thousand One Hundred Eighty-Seven Pesos and 52/100 Cts. (PhP100,187.52) inclusive of VAT and other applicable taxes:**

2.

PITAHC 2023 APP Ref	PR Number	Item Description
5029999099	24-01-0018 24-01-0017	<b>PROCUREMENT OF ID PRINTER RIBBON KIT AND CARD PRINTER SOFTWARE UPGRADE</b>  <b>LOT 1: ID PRINTER RIBBON KITS, 6 ROLLS (ABC PHP 61,630.02)</b>  <b>LOT 2: CARD PRINTER SOFTWARE UPGRADE, 1 PC (ABC PHP 38,557.50)</b>  <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 **20 February 2024, 11:59PM.**
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
  - 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 BAC Secretariat 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: **LOTS 1 AND 2:** Fifteen (15) Days from receipt of Purchase Order
3. Delivery Site: **PITAHC Central Office**
4. Payment Term: **LOTS 1 AND 2:** Thirty (30) Days from date of inspection 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	Unit Price (in PhP)	Total Price (VAT inclusive) (in PhP)
<b><i>PROCUREMENT OF ID PRINTER RIBBON KIT AND CARD PRINTER SOFTWARE UPGRADE</i></b>  LOT 1: ID PRINTER RIBBON KITS, 6 ROLLS (ABC PHP 61,630.02)		
  LOT 2: CARD PRINTER SOFTWARE UPGRADE, 1 PC (ABC PHP 38,557.50)		

Amount in Words: Lot 1 \_\_\_\_\_  
Lot 2 \_\_\_\_\_

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: \_\_\_\_\_



TECHNICAL SPECIFICATIONS COMPLIANCE (LOT 1)

Technical Specifications	Compliance to Technical Specifications (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
ID PRINTER RIBBON KITS, 6 ROLLS	Yes ( )	No ( )	
PART NO. R5F002SAA for printer Evolis Primacy ID Printer  Description: Ribbon Color YMCKO 200 Prints	Yes ( )	No ( )	
<ul style="list-style-type: none"><li>Delivery Schedule: Fifteen (15) Days from receipt of Purchase Order</li></ul>	Yes ( )	No ( )	
<ul style="list-style-type: none"><li>Delivery Site: PITAHC Central Office</li></ul>	Yes ( )	No ( )	
<ul style="list-style-type: none"><li>Terms of Payment: Thirty (30) Days from date of inspection and acceptance</li></ul>	Yes ( )	No ( )	
<ul style="list-style-type: none"><li>As part of the submission aside from Item No. 5 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, if applicable.</b></li></ul>	Yes ( )	No ( )	N/A ( )

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)
CARD PRINTER SOFTWARE UPGRADE, 1 PC	Yes ( )	No ( )	
Software upgrade from current edition to higher edition with MS Access compatibility for Database transfer from former ID Printer  For printer Evolis Primacy ID Printer	Yes ( )	No ( )	
<ul style="list-style-type: none"><li>Delivery Schedule: Fifteen (15) Days from receipt of Purchase Order</li></ul>	Yes ( )	No ( )	
<ul style="list-style-type: none"><li>Delivery Site: PITAHC Central Office</li></ul>	Yes ( )	No ( )	
<ul style="list-style-type: none"><li>Terms of Payment: Thirty (30) Days from date of inspection and acceptance</li></ul>	Yes ( )	No ( )	
<ul style="list-style-type: none"><li>As part of the submission aside from Item No. 5 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, if applicable.</b></li></ul>	Yes ( )	No ( )	N/A ( )

Conforme:

\_\_\_\_\_  
Name of the Authorized Representative  
And signature

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Date