



## REQUEST FOR PROPOSAL

Date: 01 March 2024

Reference: **RFP CO-24-010SVP**

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 **Seventy-Nine Thousand Two Hundred Pesos (PhP79,200.00) inclusive of VAT and other applicable taxes:**

2.

PITAHC 2024 APP Ref	PR Number	Item Description
5020201002	24-02-0045	<b>PROCUREMENT OF PACKED MEALS FOR THE CONDUCT OF PITAHC PLANNING AND BUDGETING CONFERENCE FOR FY 2025 FOR 33 PAX FOR FOUR (4) DAYS FROM MARCH 12-15, 2024</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 **07 March 2024, 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:
  - a. Valid and current Mayor's/Business Permit
  - b. Notarized Omnibus Sworn Statement by the prospective bidder in the new prescribed form as per GPPB Resolution No. 16-2020
  - c. 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) 8282-5194 loc 542.

*(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: **MARCH 12-15, 2024**
3. Delivery Site: **PITAHC Central Office Building, Quezon City**
4. Payment Term: **Within 30 days upon completion and receipt of invoice/billing**
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/s as follows:

Item Description	Total Price (VAT exclusive) (in PhP)	Total Price (VAT inclusive) (in PhP)
PROCUREMENT OF PACKED MEALS FOR THE CONDUCT OF PITAHC PLANNING AND BUDGETING CONFERENCE FOR FY 2025 FOR 33 PAX FOR FOUR (4) DAYS FROM MARCH 12-15, 2024		

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 THE TOTAL PRICE OFFER

Item Description	NO. OF PAX	Total Price (VAT exclusive) (in PhP)	Total Price (Inclusive of VAT and all applicable taxes) (in PhP)
<b>MEALS FOR FOUR (4) DAYS FROM MARCH 12-15, 2024</b>			
MORNING PACKED SNACKS INCLUSIVE OF ONE ROUND OF SODA, TEA OR FRUIT JUICE (PREFERRED AM SNACKS: SANDWICHES OR PASTA)	33		
AFTERNOON PACKED SNACKS INCLUSIVE OF ONE ROUND OF SODA, TEA OR FRUIT JUICE (PREFERRED PM SNACKS: SANDWICHES OR PASTA)	33		
PACKED LUNCH INCLUSIVE OF ONE ROUND OF SODA, TEA OR FRUIT JUICE; MINIMUM OF TWO (2) KINDS OF MAIN COURSE (I.E. MEAT/BEEF/FISH); ONE (1) VEGETABLES AND ONE (1) DESSERT	33		
<b>TOTAL OFFER PRICE</b>			

### CONFORME:

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

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

\_\_\_\_\_  
Date



## TECHNICAL SPECIFICATIONS

### SCOPE OF WORK/ SERVICES

- a. Venue: **PITAHC Building, Quezon City**
- b. Number of Participants: **Guaranteed 33 pax.**
- c. Provision of the following meals:
  - Morning and afternoon packed snacks inclusive of one round of soda, tea or fruit juice (Preferred A.M. & P.M. Snacks: **Sandwiches or Pasta**)
  - Packed meal (lunch) inclusive of one round of soda, tea or fruit juice; minimum of two (2) kinds of main course (i.e. meat/beef/fish); one (1) vegetables and one (1) dessert
  - Menu proposal to be submitted for MSD's approval
- d. Table napkins and disposable utensils must also be provided.
- e. Food served must be delivered at least 30 minutes before each meal.

### PROJECT IMPLEMENTATION SCHEDULE

12-15 March 2024 (**4 days**)

### TERMS OF PAYMENT

1. Send a bill arrangement payment within **thirty (30) days** to the Philippine Institute of Traditional and Alternative Health Care upon completion of deliverables and receipt of invoice, billing, and/or other pertinent documents.
2. The following documents should be submitted by the winning bidder for the processing of payment:
  - Original copy of Statement of Account / Billing Statement / Official Receipt shall be personally brought to PITAHC Office. Otherwise, delivery fee will be shouldered by the supplier addressed to:  
  
**SHEILA V. PATIÑO**  
Market Specialist IV  
Management Services Division  
Philippine Institute of Traditional and Alternative Health Care  
PITAHC Building, EAMC Compound, Matapang Street, Brgy. Central, Quezon City
3. Payment will be made through check. The winning bidder may collect the payment upon issuance of an official receipt/ collection receipt to the Cashier located at the 1<sup>st</sup> Floor of the PITAHC Building.



## TECHNICAL SPECIFICATIONS COMPLIANCE

Technical Specifications	Compliance to Technical Specifications (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
PROCUREMENT OF PACKED MEALS FOR THE CONDUCT OF PITAHC PLANNING AND BUDGETING CONFERENCE FOR FY 2025 FOR 33 PAX FOR FOUR (4) DAYS FROM MARCH 12-15, 2024	Yes ( )	No ( )	
Provision of the following meals for 33 pax:  Morning and afternoon packed snacks inclusive of one round of soda, tea or fruit juice (Preferred AM & PM Snacks: Sandwiches or pasta)  Packed lunch inclusive of one round of soda, tea or fruit juice; minimum of two (2) kinds of main course (i.e. meat/beef/fish); one (1) vegetables and one (1) dessert	Yes ( )  Yes ( )  Yes ( )	No ( )  No ( )  No ( )	
Food must be delivered at least 30 minutes before each meal schedule: AM Snack Schedule: 10:00am Lunch Schedule: 12:00nn PM Snack Schedule: 3:00pm	Yes ( )	No ( )	
Menu proposal to be submitted for MSD's (end-user unit) approval	Yes ( )	No ( )	
Table napkins and disposable utensils must be provided	Yes ( )	No ( )	
<ul style="list-style-type: none"><li>Delivery Schedule: Implementation Schedule is on <b>12-15 March 2024</b> (4 days)</li></ul>	Yes ( )	No ( )	
<ul style="list-style-type: none"><li>Delivery Site: <b>PITAHC Central Office Building, Quezon City</b></li></ul>	Yes ( )	No ( )	
<ul style="list-style-type: none"><li>Terms of Payment: <b>Within 30 days upon completion and receipt of invoice/billing</b></li></ul>	Yes ( )	No ( )	



<ul style="list-style-type: none"><li>The following documents should be submitted by the winning bidder for the processing of payment: -Original copy of Statement of Account / Billing Statement / Official Receipt (shall be personally brought to PITAHC Office) Otherwise, delivery fee will be shouldered by the supplier addressed to:</li><li>Payment will be made through check. The winning bidder may collect the payment upon issuance of an official receipt/ collection receipt to the Cashier located at the 1<sup>st</sup> Floor of the PITAHC Building.</li></ul>	Yes ( )	No ( )	
	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