



REQUEST FOR PROPOSAL

Date: 03 April 2024

Reference: RFP CO-24-016SVP

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 Three Thousand Three Hundred Thirty-Three Pesos and 33/100 (PhP103,333.33) inclusive of all costs, applicable taxes and service charges:**

2.

PITAHC 2024 APP Ref	PR Number	Item Description
5020700000	24-04-0068	VAN RENTAL SERVICE ON APRIL 16-20, 2024 FROM PITAHC QUEZON CITY TO LOS BAÑOS AND VICE VERSA (See Terms and Conditions for detailed requirements)

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 **08 April 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 2024
 - 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 Mr. **Rodelio D. Mendez Jr.** at telephone no. (02) 8282-8194 loc 542.

Sgd.

DR. FROILAINNE A. DELA CRUZ
Vice-Chairperson, PITAHC BAC



OTHER TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule:

April 16-20, 2024, Please refer to the Terms and Conditions for detailed requirements
3. Delivery Site: **PITAHC Central Office, Quezon City, Hotel in Los Baños, Laguna, UPLB Institute of Plant Breeding, Los Baños, Town Proper, UPLB Botanical Garden, and UPLB, Laguna**
4. Payment Term: **Sent Bill Arrangement**
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	Total Price (Exclusive of all costs, applicable taxes, and service charges:)	Total Price (Inclusive of all costs, applicable taxes, and service charges)
VAN RENTAL SERVICE ON APRIL 16-20, 2024 FROM PITAHC QUEZON CITY TO LOS BAÑOS AND VICE VERSA		

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: _____



TERMS AND CONDITIONS COMPLIANCE

Terms and Conditions	Compliance to Terms and Conditions / Technical Specifications (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
VAN RENTAL SERVICE ON APRIL 16-20, 2024 FROM PITAHC QUEZON CITY TO LOS BAÑOS AND VICE VERSA NUMBER OF PERSONS: THIRTY (30)	Yes ()	No ()	
	Yes ()	No ()	
APRIL 16, 2024: 8:30AM PICK UP FROM PITAHC OFFICE, QUEZON CITY NUMBER OF VANS: FOUR (4)	Yes ()	No ()	
	Yes ()	No ()	
APRIL 16, 2024: 10:30AM – 12:30PM DROP TO UPLB INSTITUTE OF PLANT BREEDING; THEN PROCEED TO A HOTEL AT LOS BAÑOS, LAGUNA NUMBER OF VANS: FOUR (4)	Yes ()	No ()	
	Yes ()	No ()	
APRIL 16, 2024: 3:00PM – 8:00PM ROUND TRIP TRANSPORT TO AND FROM HOTEL TO UPLB AND LOS BAÑOS, TOWN PROPER NUMBER OF VANS: FOUR (4)	Yes ()	No ()	
	Yes ()	No ()	
APRIL 19, 2024: 1:00PM – 7:00PM AVAILABILITY OF FOUR (4) VANS FOR ROUNDTrip TRANSPORT FROM HOTEL TO UPLB BOTANICAL GARDENS AND/OR LOS BAÑOS, TOWN PROPER	Yes ()	No ()	
APRIL 20, 2024 RETURN TO MANILA DEPARTURE FROM HOTEL – 1:00PM NUMBER OF VANS: FOUR (4)	Yes ()	No ()	
	Yes ()	No ()	
INCLUSIVE OF THE FOLLOWING: WITH AT LEAST TEN (10) PASSENGER SEATING CAPACITY EXCLUDING THE DRIVER	Yes ()	No ()	
TOLL FEE	Yes ()	No ()	



FUEL	Yes ()	No ()	
DRIVER	Yes ()	No ()	
DRIVER’S MEAL	Yes ()	No ()	
PARKING FEE	Yes ()	No ()	
DRIVER’S ACCOMMODATION ON APRIL 19, 2024	Yes ()	No ()	
INSURANCE WHILE ON BOARD	Yes ()	No ()	
WITH GPS AND DASH CAMERA	Yes ()	No ()	
OTHERS: THE SUPPLIER SHOULD PROVIDE PITAHC A VEHICLE/S DULY REGISTERED WITH THE LTO, WHICH IS IN GOOD RUNNING CONDITION AND FULLY AIR-CONDITIONED. IN THE EVENT OF MECHANICAL FAILURE OF THE VEHICLE/S RENTED, THE SUPPLIER SHALL PROVIDE AN ALTERNATIVE VEHICLE/S.	Yes () Yes ()	No () No ()	
DELIVERY SCHEDULE April 16 – 20, 2024	Yes ()	No ()	
DELIVERY SITE: PITAHC Central Office, Quezon City, Hotel in Los Baños, Laguna, UPLB Institute of Plant Breeding, Los Baños Town Proper, UPLB Botanical Garden, and UPLB, Laguna	Yes ()	No ()	
TERMS OF PAYMENT Sent Bill Agreement	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