



## REQUEST FOR PROPOSAL

Date: 29 May 2024

Reference: RFP CO-24-021SVP

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 **Two Hundred Forty-Three Thousand Three Hundred Pesos (PhP243,300.00) inclusive of all costs, applicable taxes, and service charges:**

2.

| PITAHC<br>2024 APP Ref | PR<br>Number | Item Description                                                                                                                                                                               |
|------------------------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5029999099             | 2024-01-009  | <b>SUPPLY AND DELIVERY OF PLASTIC SOAP<br/>MOULDERS FOR 130G FOR THE CAGAYAN VALLEY<br/>HERBAL PROCESSING PLANT (CVHPP)</b><br><br><i>(See Terms and Conditions 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 **03 June 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.

  
**ATTY. KENNETH N. ALMEÑA**  
Chairperson, PITAHC BAC



## **OTHER TERMS AND CONDITIONS**

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule: **within thirty (30) calendar days upon receipt of Notice to Proceed and Acceptance of Actual Sample**
3. Delivery Site: **Cagayan Valley Herbal Processing Plant, Carig Sur, Tuguegarao City**
4. Payment Term: **within thirty (30) calendar days upon completion of delivery**
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) |
|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| SUPPLY AND DELIVERY OF PLASTIC SOAP MOULDERS FOR 130G FOR THE CAGAYAN VALLEY HERBAL PROCESSING PLANT (CVHPP) |                                                                              |                                                                             |

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<br>(Check the corresponding box) |               |                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|---------------|-----------------------------------|
|                                                                                                                                                                                                                                                                                           | Compliant                                                                                      | Non-Compliant | Remarks:<br>(Counter Specs Offer) |
| <b>SUPPLY AND DELIVERY OF PLASTIC SOAP MOULDERS FOR 130G FOR THE CAGAYAN VALLEY HERBAL PROCESSING PLANT (CVHPP)</b>                                                                                                                                                                       | Yes ( )                                                                                        | No ( )        |                                   |
| <b>QUANTITY: 10,000 PIECES</b>                                                                                                                                                                                                                                                            | Yes ( )                                                                                        | No ( )        |                                   |
| <b>RECTANGULAR PLASTIC</b>                                                                                                                                                                                                                                                                | Yes ( )                                                                                        | No ( )        |                                   |
| <b>DIMENSION: INSIDE MEASUREMENT<br/>L = 67MM, W = 56MM, H=51MM</b>                                                                                                                                                                                                                       | Yes ( )                                                                                        | No ( )        |                                   |
| <b>PLEASE SEE ATTACHED PLASTIC SOAP MOULDER PICTURE</b>                                                                                                                                                                                                                                   |                                                                                                |               |                                   |
| <b>DELIVERY SCHEDULE</b>                                                                                                                                                                                                                                                                  |                                                                                                |               |                                   |
| <b>WITHIN THIRTY (30) CALENDAR DAYS UPON RECEIPT OF NOTICE TO PROCEED AND ACCEPTANCE OF ACTUAL SAMPLE</b>                                                                                                                                                                                 | Yes ( )                                                                                        | No ( )        |                                   |
| <b>DELIVERY SITE:</b>                                                                                                                                                                                                                                                                     |                                                                                                |               |                                   |
| <b>CAGAYAN VALLEY HERBAL PROCESSING PLANT, CARIG SUR, TUGUEGARAO CITY</b>                                                                                                                                                                                                                 | Yes ( )                                                                                        | No ( )        |                                   |
| <b>TERMS OF PAYMENT</b>                                                                                                                                                                                                                                                                   |                                                                                                |               |                                   |
| <b>WITHIN THIRTY (30) CALENDAR DAYS UPON COMPLETION OF DELIVERY</b>                                                                                                                                                                                                                       | 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 ( )                           |

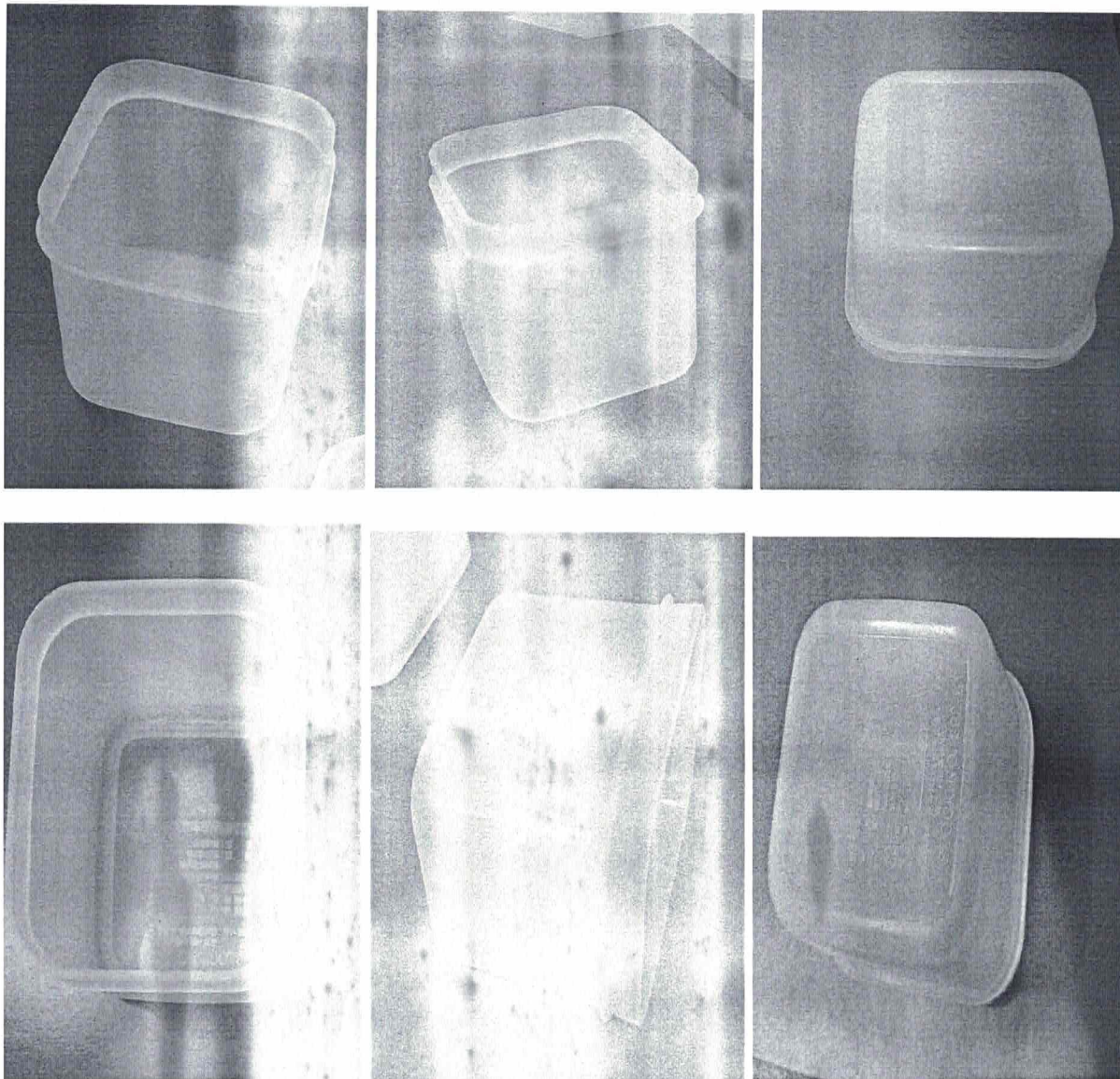
Conforme:

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

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



*Annex “A” – Plastic Soap Moulder*



*Note: Actual sample of Soap Moulders will be provided to participating bidders*