



REQUEST FOR PROPOSAL

Date: 13 May 2024

Reference: **RFP CO-24-023SVP**

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/s stated below with a total Approved Budget for the Contract (ABC) amounting to **Three Hundred Twenty Thousand Pesos (PhP320,000.00)** inclusive of VAT:

2.

PITAHC 2024 APP Ref	PR Number	Item Description
5029999099	24-05-0094	Procurement of Heavy-duty Colored Photocopier <i>(see Technical Specifications Compliance page for the complete details)</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 May 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 **Mr. Louie C. Sibug** at telephone no. (02) 8282-5194 local 542.

(Sgd.)
ATTY. KEENTH N. ALMEÑE
Chairperson, PITAHC BAC



GENERAL TERMS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule: within Thirty (30) Days from the date of receipt of Purchase Order
3. Delivery Site: **PITAHC Central Office, Matapang st., Quezon City**
4. Payment Term: within Thirty (30) Days from the 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 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	Unit Price (in PhP)	Total Price (VAT inclusive) (in PhP)
Heavy-duty Colored Photocopier, 1 unit <i>(as per the Technical Specifications)</i>		

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: _____



TECHNICAL SPECIFICATIONS COMPLIANCE

Technical Specifications / Terms and Conditions	Compliance to Technical Specifications / Terms and Conditions (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
Heavy-duty Colored Photocopier, 1 Unit	Yes ()	No ()	
Functions: Copy, Network Print, Network Scan, and Fax Options	Yes ()	No ()	
Copy and Print Speed: Up to 25 pages per minute color or higher (for A4 as reference paper size)	Yes ()	No ()	
Scan Speed: Up to 50 originals per minute or higher, or 200 ipm or better, whichever is applicable	Yes ()	No ()	
Paper Size: Max. 12.6"x18"; Min. A6 (or equivalent UOM)	Yes ()	No ()	
Trays: with two (2) separate min. 500-sheet trays/cassettes to hold at least two (2) different paper sizes at a time, e.g. A4 and Legal; multipurpose tray	Yes ()	No ()	
Paper Capacity: Up to 1000 or higher (all trays)	Yes ()	No ()	
Control Panel Display: At least 7.0 inch Colour LCD Touchscreen or higher	Yes ()	No ()	
Warm Up Time: 18 seconds or less	Yes ()	No ()	
Memory: Min. of 4GB (Standard) or higher	Yes ()	No ()	
Resolution: Min. 600x600dpi	Yes ()	No ()	
First Copy Time: Color: 11.0 seconds or better; Black & White: 8.0 seconds or better	Yes ()	No ()	
Continuous Copy: Up to 9,999 copies	Yes ()	No ()	
Document Feeder: Automatic	Yes ()	No ()	
Paper Weight: approx. 60-256 g/m2	Yes ()	No ()	
Energy-efficiency: Low power consumption of 0.5W or less on standby/sleep mode	Yes ()	No ()	
Other Functions: - Direct Printing and Scanning with USB Drive - Wi-fi Connectivity and LAN Capable	Yes ()	No ()	
Consumable Copy Life and Cost: Toner-Black: Min. of 20,000 copies	Yes ()	No ()	



Toner-Colored (Cyan, Magenta and Yellow): Min. of 12,000 copies per cartridge Drum-Black or equivalent kit: Min. of 120,000 copies Drum-Colored (Cyan, Magenta and Yellow) or equivalent kit: Min. of 120,000 copies			
Supported OS: Windows, with options for MAC and others	Yes ()	No ()	
Inclusions: at least one (1) set of consumables for initial use; delivery, installation & set-up of unit; and basic training & troubleshooting for identified key staff	Yes ()	No ()	
Warranty: at least one (1) year warranty on parts; with lifetime service provision	Yes ()	No ()	
Submittal: Brochure/Product Information Sheet or the like to confirm the specifications	Yes ()	No ()	
▪ Delivery Site: PITAHC Central Office, Quezon City	Yes ()	No ()	
▪ Delivery Term: within Thirty (30) Days from the date of receipt of Purchase Order;	Yes ()	No ()	
▪ Payment Term: within Thirty (30) Days from the date of Inspection and Acceptance	Yes ()	No ()	
▪ 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