



REQUEST FOR PROPOSAL

Date: 27 September 2024

Reference: RFP CO-24-031SVP

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 Fifty-Six Thousand Seven Hundred Ninety-Eight Pesos and 20/100 (PhP256,798.20) inclusive of all costs, applicable taxes, and service charges:**

2.

PITAHC 2024 APP Ref	PR Number	Item Description
5020702000	24-07-075	REPAIR AND PREVENTIVE MAINTENANCE SERVICES FOR THE ATOMIC ABSORPTION SPECTROSCOPY IN DAVAO HERBAL PROCESSING PLANT (2ND REPOSTING) <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 **02 October 2024, 12:00 NN**.
5. The bidder must **submit a copy** of the **proposal**, including the following documents, to ensure that the said bidder is technically, legally and financially capable to undertake the proposed project:
 - a. *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*
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 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: **Ninety (90) calendar days upon receipt of Purchase Order**
3. Delivery Site: **PITAHC Davao Herbal Processing Plant, J.P. Laurel Avenue, Davao City**
4. Payment Term: **Thirty (30) calendar days full payment from the date of inspection, acceptance, delivery, and completion of service.**
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)
REPAIR AND PREVENTIVE MAINTENANCE SERVICES FOR THE ATOMIC ABSORPTION SPECTROSCOPY IN DAVAO HERBAL PROCESSING PLANT (2 ND REPOSTING)		

Amount in Words: LOT 1 _____

The above-quoted price is inclusive of **all costs** and applicable taxes.

Very truly yours,

Signature : _____

Printed Name : _____

Date : _____

Company Name : _____

Contact Number : _____



PITAhC Building, Matapang Street, East Avenue Medical Center Compound, Barangay Central, Quezon City, Philippines
Telefax: (632) 8376-3067 / 8376-3068 Trunklines: (632) 8282-5193 / 8282-5194
Email Address: pitahc@gmail.com Website: www.pitahc.gov.ph



MARK 7 SPRAY CHAMBER O-RING KIT AQUEOUS	Yes ()	No ()	
SUPERVISION AND LABOR WORKS QUALIFICATIONS: SERVICE ENGINEER HANDLING THE REPAIR/PM IS REQUIRED TO HAVE A TRAINING CERTIFICATE (ATOMIC ABSORPTION SPECTROSCOPY) FROM AGILENT INC.	Yes ()	No ()	
WARRANTY: NINETY (90) DAYS UPON DELIVERY AND INSTALLATION OF PARTS TO BE REPLACED	Yes ()	No ()	
DELIVERY SITE: PITAHC DAVAO HERBAL PROCESSING PLANT, J.P. LAUREL AVENUE, DAVAO CITY	Yes ()	No ()	
DELIVERY SCHEDULE: NINETY (90) CALENDAR DAYS UPON RECEIPT OF PURCHASE ORDER	Yes ()	No ()	
PAYMENT TERM: THIRTY (30) CALENDAR DAYS FULL PAYMENT FROM THE DATE OF INSPECTION, ACCEPTANCE, DELIVERY, AND COMPLETION OF SERVICE	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