



REQUEST FOR PROPOSAL

Date: 09 September 2024

Reference: RFP CO-24-037SVP

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 **One Hundred Thirty Thousand Pesos (PhP130,000.00) inclusive of all costs, applicable taxes, and service charges:**

2.

PITAHC 2024 APP Ref	PR Number	Item Description
5029901000	24-09-0201	RENTAL OF EXHIBIT BOOTH PANELS (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 or bidder's authorized representative 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 **16 September 2024, 11:59PM**.
5. The bidder must **submit a copy** of the following documents, **together with the proposal forms**, 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 Mr. **Louie C. Sibug** 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: **TCIM & Generics Expo on September 18, 2024.** Ingress: September 17, 2024 (10:00 am), Egress: September 18, 2024 (8:00 pm to 12:00 mn)
3. Delivery Site: **SM Megatrade Hall**
4. Payment Term: **within 30 calendar days from completion of services**
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 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)
RENTAL OF EXHIBIT BOOTH PANELS, 1 LOT		

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)
RENTAL OF EXHIBIT BOOTH PANELS 1 LOT	Yes ()	No ()	
SPECIFICATIONS:			
USING ALUMINUM POST, RECTANGULAR BEAM AND WHITE VERSA BOARD PANEL WITH FASCIA BOARD	Yes ()	No ()	
INCLUSIONS:			



INSTALLATION, MONITORING (2 DAYS), DISMANTLING, INCLUSIVE OF DELIVERY CHARGES	Yes ()	No ()	
STANDARD AMENITIES PER BOOTH:			
ONE (1) INFORMATION TABLE (APPROX. W=0.5M, L= 1.0M, H=0.75M)	Yes ()	No ()	
ONE (1) FLUORESCENT LAMP	Yes ()	No ()	
ONE (1) CHAIR	Yes ()	No ()	
COMPUTER CUT-OUT STICKER OF COMPANY NAME ON FASCIA BOARD	Yes ()	No ()	
ONE (1) SET 250W/220V CONVENIENCE OUTLET	Yes ()	No ()	
GRAY NEEDLE PUNCH CARPET FOR FLOORING	Yes ()	No ()	
BOOTH SIZES:			
2.0M X 3.0M X 2.3M = 25 BOOTHS	Yes ()	No ()	
2.0M X 3.0M X 2.3M = 1 REGISTRATION BOOTH	Yes ()	No ()	
OTHERS:			
MUST BE AN ACCREDITED SUPPLIER OF SM MEGATRADE HALL	Yes ()	No ()	
DELIVERY SITE: SM Megatrade Hall	Yes ()	No ()	
DELIVERY SCHEDULE: TCIM & Generics Expo on September 18, 2024. Ingress: September 17, 2024 (10:00 am), Egress: September 18, 2024 (8:00pm to 12:00 mn)	Yes ()	No ()	
PAYMENT TERM: within 30 calendar days from completion of services	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