



REQUEST FOR PROPOSAL

Date: 10 September 2024

Reference: **RFP CO-24-039SVP**

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 **Fifty-Six Thousand Eight Hundred Eighty-Six Pesos (PhP56,886.00) inclusive of all costs, applicable taxes and service charges:**

2.

PITAHC 2024 APP Ref	PR Number	Item Description
5029999099	24-08-0163	VAN RENTAL SERVICE ON THE CONDUCT OF THE HILOT CONGRESS WITH HILOT PRACTITIONERS ON SEPTEMBER 18-20, 2024 FROM PITAHC OFFICE, QUEZON CITY TO SECOND DISTRICT, QUEZON PROVINCE AND VICE VERSA <i>(See Terms and Conditions for detailed requirements)</i>

3. The 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 **16 September 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. KEENTH 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:

September 18, 2024 – 8 :30 AM - 12 :00NN (Service Vehicle till 5 :00PM for the courtesy call)

- September 20, 2024, 1 :00PM-5 :00PM
3. Delivery Site: **Quezon Province**
4. Payment Term : **Send Bill Agreement**

Inclusive of all costs, applicable taxes, and service charges, Thirty (30) calendar days upon submission of Statement of Account (SOA)/Send Bill Agreement
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 THE CONDUCT OF THE HILOT CONGRESS WITH HILOT PRACTITIONERS ON SEPTEMBER 18-20, 2024 FROM PITAHC OFFICE, QUEZON CITY TO SECOND DISTRICT, QUEZON PROVINCE AND VICE VERSA		

Amount in Words Total Price Inclusive: _____

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

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 THE CONDUCT OF THE HILOT CONGRESS WITH HILOT PRACTITIONERS ON SEPTEMBER 18-20, 2024 FROM PITAHC OFFICE, QUEZON CITY TO SECOND DISTRICT, QUEZON PROVINCE AND VICE VERSA	Yes ()	No ()	
NUMBER OF PERSONS: TWENTY (20)	Yes ()	No ()	
SEPTEMBER 18, 2024 – 8:30AM - 12 :00NN PICK UP FROM PITAHC QUEZON CITY TO SECOND DISTRICT, QUEZON PROVINCE (VENUE) (SERVICE VEHICLE TILL 5 :00PM FOR THE COURTESY CALL	Yes ()	No ()	
SEPTEMBER 20, 2024, 1 :00PM-5 :00PM – RETURN TO PITAHC, QUEZON CITY FROM SECOND DISTRICT QUEZON PROVINCE (VENUE)	Yes ()	No ()	
INCLUSIVE OF THE FOLLOWING:			
WITH AT LEAST TEN (10) PASSENGERS 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	Yes ()	No ()	
INSURANCE WHILE ON BOARD	Yes ()	No ()	
WITH GPS AND DASH CAMERA	Yes ()	No ()	
OTHERS:			



Republic of the Philippines
DEPARTMENT OF HEALTH
*Philippine Institute of Traditional and
Alternative Health Care*



THE SUPPLIER SHOULD PROVIDE PITAHC A VEHICLE/S DULY REGISTERED WITH THE LTO, WHICH IS IN GOOD RUNNING CONDITION AND FULLY AIR-CONDITIONED.	Yes ()	No ()	
IN THE EVENT OF MECHANICAL FAILURE OF THE VEHICLE/S RENTED, THE SUPPLIER SHALL PROVIDE AN ALTERNATIVE VEHICLE/S.	Yes ()	No ()	
DELIVERY SCHEDULE: September 18, 2024 – 8:30AM - 12 :00NN (Service Vehicle till 5:00PM for the courtesy call September 20, 2024, 1 :00PM-5 :00PM	Yes () Yes ()	No () No ()	
DELIVERY SITE: QUEZON PROVINCE, SECOND DISTRICT	Yes ()	No ()	
TERMS OF PAYMENT Send Bill Agreement Inclusive of all costs, applicable taxes, and service charges, Thirty (30) calendar days upon submission of Statement of Account (SOA)/Sent Bill Agreement	Yes () Yes ()	No () 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