



## REQUEST FOR PROPOSAL

Date: 29 October 2024

Reference: **RFP CO-24-049SVP**

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 **Four Hundred Nineteen Thousand Two Hundred Pesos (PhP419,200.00) inclusive of all costs, applicable taxes, and service charges:**

2.

PITAHC 2024 APP Ref	PR Number	Item Description
5020201002	2024-10-0218	<b>SUPPLY AND DELIVERY OF SUPPLIES FOR THE TCIM CONFERENCE ON NOVEMBER 12-15, 2024 IN METRO MANILA</b>  <b>LOT 1 – PLAQUE/TROPHY – PHP28,200.00</b> <b>LOT 2 – CONFERENCE KIT – PHP192,000.00</b> <b>LOT 3 – TOKENS FOR THE SPEAKERS AND VIPS – PHP19,000.00</b> <b>LOT 4 – PRINTING OF SOUVENIR PROGRAM – PHP180,000.00</b>  <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 **04 November 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.

*Sgd.*  
**ATTY. KEENTH N. ALMEÑE**  
*Chairperson, PITAHC BAC*



## OTHER TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule: **Seven (7) working days after approval of layout**
3. Delivery Site: **PITAHC office, Quezon City**
4. Payment Term: **Thirty (30) calendar days upon inspection and acceptance of the complete delivery of the items.**
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.



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](mailto:pitahc@gmail.com) Website: [www.pitahc.gov.ph](http://www.pitahc.gov.ph)



**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)
<b>PLAQUE/TROPHY</b>			
<b>QUANTITY: 12 PIECES</b>	Yes ( )	No ( )	
<b>MATERIALS: ACRYLIC PLAQUE</b>	Yes ( )	No ( )	
<b>SIZE: 12” H X 1 THICKNESS</b>	Yes ( )	No ( )	
<b>BASE: 1-1/2” THICKNESS</b>	Yes ( )	No ( )	
WITH INSCRIPTION, FULL COLOR PRINT, TEXT AND LOGO	Yes ( )	No ( )	
<b>PACKAGING:</b>			
INDIVIDUAL BOX FOR THE PLAQUE WITH BUBBLE WRAP	Yes ( )	No ( )	
INDIVIDUAL BAG FOR THE BOX OF FRAMED CERTIFICATE	Yes ( )	No ( )	
<b>MATERIAL: KATCHA</b>			
WITH LONG HANDLE FOR EASY CARRY	Yes ( )	No ( )	
<b>DELIVERY SITE: PITAHC OFFICE, QUEZON CITY</b>	Yes ( )	No ( )	
<b>DELIVERY SCHEDULE: SEVEN (7) WORKING DAYS AFTER THE APPROVAL OF LAYOUT</b>	Yes ( )	No ( )	
<b>PAYMENT TERM: THIRTY (30) DAYS UPON INSPECTION AND ACCEPTANCE OF THE COMPLETE DELIVERY OF THE ITEMS</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



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<b>LOT 2: CONFERENCE KIT</b>			
<b>QUANTITY: 400 PIECES</b>	Yes ( )	No ( )	
<b>INCLUDES:</b>			
<b>CANVAS TOTE BAG (400 PIECES)</b>			
WHITE CANVASS BAG WITH VELCO	Yes ( )	No ( )	
<b>DIMENSION: 15.5H X 12.5 W INCHES</b>	Yes ( )	No ( )	
<b>WITH LONG HANDLE: 10 INCHES</b>	Yes ( )	No ( )	
WITH FULL COLOR PRINT ON THE SIDE	Yes ( )	No ( )	
<b>NOTE PAD WITH PEN (400 PIECES)</b>			
HARD COVER	Yes ( )	No ( )	
WITH PITAHC LOGO PRINT	Yes ( )	No ( )	
WITH STICKY NOTE POST-IT AND FREE ECO PEN	Yes ( )	No ( )	
DIMENSION: 17.5 X 4CM, 70 SHEETS	Yes ( )	No ( )	
<b>ID CASE (400 PIECES)</b>			
<b>SIZE: 15 CM H X 10.5 CM W</b>	Yes ( )	No ( )	
<b>MATERIAL: PLASTIC WITH HOLE IN THE MIDDLE FOR THE ID LACE</b>	Yes ( )	No ( )	
WILL FIT THE PRINTED ID	Yes ( )	No ( )	
<b>SIZE OF THE ID: 13 CM H X 9 CM W</b>	Yes ( )	No ( )	
<b>ID LACE (400 PIECES)</b>	Yes ( )	No ( )	
<b>WIDTH: 1 CM W</b>			
<b>LENGTH: 45CM</b>	Yes ( )	No ( )	
<b>COLOR OF LACE: GREEN OR BLUE COLOR THAT WOULD COMPLEMENT THE TEXT PRINT</b>	Yes ( )	No ( )	
<b>COLOR OF THE TEXT: BLACK (ONE COLOR PRINT)</b>	Yes ( )	No ( )	
<b>DELIVERY SITE: PITAHC OFFICE, QUEZON CITY</b>	Yes ( )	No ( )	
<b>DELIVERY SCHEDULE: SEVEN (7) WORKING DAYS AFTER THE APPROVAL OF LAYOUT</b>	Yes ( )	No ( )	
<b>PAYMENT TERM: THIRTY (30) DAYS UPON INSPECTION AND ACCEPTANCE OF THE COMPLETE DELIVERY OF THE ITEMS</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 ( )
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<b>LOT 3: TOKEN FOR THE SPEAKERS AND VIPS</b>  <b>QUANTITY: 20 PIECES</b>	Yes ( )	No ( )	
PERSONALIZED NOTEBOOK, ORGANIZER	Yes ( )	No ( )	
<b>MATERIALS:</b> PAPER + LEATHER SOFT COVER	Yes ( )	No ( )	
DIMENSION: 5.5” X 8.5”	Yes ( )	No ( )	
80 PAGES	Yes ( )	No ( )	
<b>DELIVERY SITE:</b> PITAHC OFFICE, QUEZON CITY	Yes ( )	No ( )	
<b>DELIVERY SCHEDULE:</b> SEVEN (7) WORKING DAYS AFTER THE APPROVAL OF LAYOUT	Yes ( )	No ( )	
<b>PAYMENT TERM:</b> THIRTY (30) DAYS UPON INSPECTION AND ACCEPTANCE OF THE COMPLETE DELIVERY OF THE ITEMS	Yes ( )	No ( )	
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<b>LOT 4: PRINTING OF SOUVENIR PROGRAMS</b>			
<b>QUANTITY: 400 PIECES</b>	Yes ( )	No ( )	
<b>SPECIFICATION:</b>			
A4 SIZE	Yes ( )	No ( )	
<b>PAGES: C2S 220 (COVER)</b>	Yes ( )	No ( )	
C2S 80 (INSIDE)	Yes ( )	No ( )	
GLOSSY	Yes ( )	No ( )	
FULL COLOR PRINT (ALL PAGES)	Yes ( )	No ( )	
50 PAGES INCLUDING COVER PAGE	Yes ( )	No ( )	
SADDLE STITCH	Yes ( )	No ( )	
<b>DELIVERY SITE: PITAHC OFFICE, QUEZON CITY</b>	Yes ( )	No ( )	
<b>DELIVERY SCHEDULE: SEVEN (7) WORKING DAYS AFTER THE APPROVAL OF LAYOUT</b>	Yes ( )	No ( )	
<b>PAYMENT TERM: THIRTY (30) DAYS UPON INSPECTION AND ACCEPTANCE OF THE COMPLETE DELIVERY OF THE ITEMS</b>	Yes ( )	No ( )	
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