



REQUEST FOR PROPOSAL

Date: 05 November 2024

Reference: **RFP CO-24-050SVP**

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 **One Hundred Fifty Thousand Pesos (PhP150,000.00) inclusive of all costs, applicable taxes, and service charges.**
2. The following are the details of the project:

PITAHC 2024 APP Ref	PR Number	Item Description
5029901000	2024-10-0229 2024-10-0228	PROCUREMENT OF OF CORPORATE GIVEAWAYS (CUSTOMIZED NOTEBOOK / ORGANIZER WITH USB FLASHDRIVE AND POWERBANK) <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 **11 November 2024, 11:59PM.**
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. Louie C. Sibug** 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: **Ten (10) working days after approval of layout (Provide at least one (1) sample before production**
3. Delivery Site: **PITAHC Office, Quezon City**
4. Payment Term: **Thirty (30) 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 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	Total Price
<p>PROCUREMENT OF OF CORPORATE GIVEAWAYS (CUSTOMIZED NOTEBOOK / ORGANIZER WITH USB FLASHDRIVE AND POWERBANK), 100 PIECES</p> <p><i>*33 PIECES (OFFICE OF THE DIRECTOR GENERAL)</i> <i>*67 PIECES (MARKETING AND BUSINESS DEVELOPMENT DEPARTMENT)</i></p>		

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)
PROCUREMENT OF OF CORPORATE GIVEAWAYS (CUSTOMIZED NOTEBOOK / ORGANIZER WITH USB FLASHDRIVE AND POWERBANK) QUANTITY: 100 PIECES	Yes ()	No ()	
VIP NOTEBOOK	Yes ()	No ()	
PLANNER ORGANIZER WITH BUILT-IN POWERBANK AND USB FLASHDRIVE LOCK HOLDER AND BLACK INK BALLPEN	Yes ()	No ()	
PU LEATHER COVER, BLACK	Yes ()	No ()	
WITH 4 CARD POCKETS (8.5 X 5.4 CM)	Yes ()	No ()	
1 DOCUMENT POCKET (A5 SIZE DOCUMENT)	Yes ()	No ()	
SPRING HOLDER AND OPEN BUTTON	Yes ()	No ()	
160 GSM	Yes ()	No ()	
100 SHEETS	Yes ()	No ()	
CUSTOMIZED LOGO AND ENGRAVED NAMES	Yes ()	No ()	
WITH BOX AND PAPER BAG	Yes ()	No ()	
USB = 8GB	Yes ()	No ()	
POWERBANK = 8,000 MAH	Yes ()	No ()	
USB CHARGING CABLE	Yes ()	No ()	
MICRO CABLE	Yes ()	No ()	
LIGHTNING (OUTPUT)	Yes ()	No ()	
TYPE C EXTENSION	Yes ()	No ()	
LED POWER	Yes ()	No ()	
INDICATOR LIGHT	Yes ()	No ()	
POWERBANK SWITCH	Yes ()	No ()	
PENHOLDER	Yes ()	No ()	
PROVIDE AT LEAST ONE (1) SAMPLE BEFORE PRODUCTION	Yes ()	No ()	
DELIVERY SITE: PITAHC OFFICE, QUEZON CITY	Yes ()	No ()	
DELIVERY SCHEDULE: Ten (10) working days after approval of layout	Yes ()	No ()	
PAYMENT TERM: THIRTY (30) DAYS UPON INSPECTION AND	Yes ()	No ()	



ACCEPTANCE OF THE COMPLETE DELIVERY OF THE ITEMS			
<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