



## REQUEST FOR PROPOSAL

Date: 08 November 2024

Reference: **RFP CO-24-055SVP**

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/s stated below with a total Approved Budget for the Contract (ABC) amounting to **Fifty-Eight Thousand Eight Hundred Forty-Five Pesos (PhP 58,845.00)** inclusive of VAT.

2. The following are the details of the project:

PITAHC 2024 APP Ref	PR Number	Item Description
5020399000	24-11-0240	<b>Supply and Delivery of Christmas Decorations for PITAHC Central Office</b> <i>(see Terms and Conditions for the complete details and inclusions)</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 **14 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:
- Valid and current Mayor's/Business Permit
  - Notarized Omnibus Sworn Statement by the prospective bidder in the new prescribed form as per GPPB Resolution No. 16-2020
  - 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 the **Mr. Louie C. Sibug** at telephone no. (02) 8282-5194 local 542.

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



## TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule: within Fifteen (15) calendar days from the date of receipt of the Purchase Order
3. Delivery Site: **PITAHC Central Office, Matapang st., Quezon City**
4. Payment Term: within Thirty (30) calendar days from the date of inspection and acceptance of complete 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.



## 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 (in PhP)	Total Price (VAT inclusive) (in PhP)
<b>Supply and Delivery of Christmas Decorations for PITAHC Central Office, 1 lot</b> <i>(as per the Terms and Conditions)</i>		

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: \_\_\_\_\_



## BREAKDOWN OF PROPOSAL

Item Description	Unit Price (in PhP)	Total Price (VAT inclusive) (in PhP)
<b>Garland, 6 pieces</b> Material: Synthetic Plastic or equivalent Size: approx. 8 inches (W) x 9 feet (L) Color: Green		
<b>Christmas Light, 6 boxes</b> Type: LED String lights, steady Size: approx. 7 meters (length) Color: Warm White		
<b>Christmas Lights, 1 box</b> Type: LED String lights, steady Size: approx. 35 meters (length) Color: Warm White		
<b>Curtain Christmas Lights, 1 box</b> Type: LED String lights, steady Size: approx. 80 cm (drop length) x 6 meters (length) Color: Warm White		
<b>Christmas Tree, 1 piece</b> Material: Polyethylene/PVC or similar quality Size: 7 to 8 ft. Color: Green Others: With stand		
<b>Christmas Boxes with Red Ribbons, 3 boxes</b> Material: Abaca or similar type Size: assorted sizes; min. approx. 15 x 15 x 15 inches Color: Cream or similar shade (boxes), Red (Ribbon)		
<b>Reindeer Decoration, 1 piece</b> Material: Abaca or similar type Size: approx. 24 inches (H) Color: Cream or similar shade		
<b>Nutcracker Soldier Statue, 4 pieces</b> Material: Fiber Resin or equivalent Size: at least 5 feet (height) Color/Design: Various Attire Colors and Designs		
<b>Christmas Angel Statues Set, 1 set</b> Material: Fiber Resin or equivalent Size: approx. 18-24 inches (height) Color/Design: Various Attire Designs in Green, Red, Yellow, Pink or Purple Colors At least 5 statues per set		
<b>Christmas Box Decor with LED Lights, 1 piece</b> Material: Glass or Fiber Resin Size: approx. 18-24 inches (height) Color/Design: Predominantly Red or Green in color/design, with ribbon or giftwrap effect		
<b>Decorated Resin Christmas Shoe with LED Lights</b> Material: Fiber Resin or equivalent Size: at least 3 feet (height) Color/Design: Predominantly Green or Red in color/design with various colored decorations		
<b>TOTAL AMOUNT</b>		

**Conforme:**

\_\_\_\_\_  
Name of the Authorized Representative  
And signature

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Date



## 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>Supply and Delivery of Christmas Decorations for PITAHC Central Office, 1 lot</b> (see PHOTOS FOR REFERENCE)			
<b>Garland, 6 pieces</b> Material: Synthetic Plastic or equivalent Size: approx. 8 inches (W) x 9 feet (L) Color: Green	Yes ( )	No ( )	
<b>Christmas Light, 6 boxes</b> Type: LED String lights, steady Size: approx. 7 meters (length) Color: Warm White	Yes ( )	No ( )	
<b>Christmas Lights, 1 box</b> Type: LED String lights, steady Size: approx. 35 meters (length) Color: Warm White	Yes ( )	No ( )	
<b>Curtain Christmas Lights, 1 box</b> Type: LED String lights, steady Size: approx. 80 cm (drop length) x 6 meters (length) Color: Warm White	Yes ( )	No ( )	
<b>Christmas Tree, 1 piece</b> Material: Polyethylene/PVC or similar quality Size: 7 to 8 ft. Color: Green Others: With stand	Yes ( )	No ( )	
<b>Christmas Boxes with Red Ribbons, 3 boxes</b> Material: Abaca or similar type Size: assorted sizes; min. approx. 15 x 15 x 15 inches Color: Cream or similar shade (boxes), Red (Ribbon)	Yes ( )	No ( )	
<b>Reindeer Decoration, 1 piece</b> Material: Abaca or similar type Size: approx. 24 inches (H) Color: Cream or similar shade	Yes ( )	No ( )	
<b>Nutcracker Soldier Statue, 4 pieces</b> Material: Fiber Resin or equivalent Size: at least 5 feet (height) Color/Design: Various Attire Colors and Designs	Yes ( )	No ( )	
<b>Christmas Angel Statues Set, 1 set</b> Material: Fiber Resin or equivalent Size: approx. 18-24 inches (height) Color/Design: Various Attire Designs in Green, Red, Yellow, Pink or Purple Colors At least 5 statues per set	Yes ( )	No ( )	
<b>Christmas Box Decor with LED Lights, 1 piece</b> Material: Glass or Fiber Resin Size: approx. 18-24 inches (height) Color/Design: Predominantly Red or Green in color/design, with ribbon or giftwrap effect	Yes ( )	No ( )	
<b>Decorated Resin Christmas Shoe with LED Lights</b> Material: Fiber Resin or equivalent Size: at least 3 feet (height) Color/Design: Predominantly Green or Red in color/design with various colored decorations	Yes ( )	No ( )	
<b>DELIVERY TERM:</b> within Fifteen (15) calendar days from the date of receipt of the Purchase Order	Yes ( )	No ( )	



<b>PAYMENT TERM:</b> within Thirty (30) calendar days from the date of inspection and acceptance of complete items	Yes ( )	No ( )	
<b>PLACE OF DELIVERY:</b> PITAHC Central Office Quezon City	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</b>, if applicable.</li> </ul>	Yes ( )	No ( )	N/A ( )

**Conforme:**

\_\_\_\_\_  
Name of the Authorized Representative  
And signature

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Date

## PHOTOS

### SUPPLY AND DELIVERY OF VARIOUS CHRISTMAS DECORATIONS FOR PITAHC CENTRAL OFFICE (PHOTOS FOR REFERENCE ONLY AND MAY VARY FROM ACTUAL ITEMS AS LONG AS THE SPECIFICATIONS ARE MET)

**Garland**



**Christmas Lights, approx. 7 meters**



**Christmas Lights, approx. 35 meters**



**Curtain Christmas Lights**



**Christmas Angel Statues Set**



**Christmas Box Décor with LED Lights**



**Decorated Resin Christmas Shoe with LED Lights**



**Christmas Tree**



**Christmas Boxes with Red Ribbons**



**Reindeer Decoration**



**Nutcracker Soldier Statue**

