



REQUEST FOR PROPOSAL

Date: 12 November 2024

Reference: **RFP CO-24-057SVP**

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 **Eighty-Four Thousand Seven Hundred Fifty Pesos (PhP 84,750.00)** inclusive of VAT.

2. The following are the details of the project:

PITAHC 2024 APP Ref	PR Number	Item Description
5020321000	24-10-0235	Procurement of Office Table, Chairs, Mobile Cabinets, Steel Cabinet, Racks <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 **18 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) working days from the date of receipt of the Purchase Order
3. Delivery Site: **PITAHC Central Office, East Avenue Medical Center Compound, Quezon City**
4. Payment Term: within Thirty (30) calendar days upon inspection and acceptance
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 **contract will be awarded** 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 (in PhP)	Total Price (VAT inclusive) (in PhP)
Procurement of Office Table, Chairs, Mobile Cabinets, Steel Cabinet, Racks, 1 lot <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)
OFFICE TABLE, 1 unit Materials: MFC table or similar quality; Bullnose edge; Metal Body/Legs; Color: Beechwood Top; approximately 1200 mm (L) x 600 mm (W) x 750 mm (H); delivery and installation/assembly included		
HEAVY-DUTY STEEL RACK, 2 units All metal powder coated finish shelves; with five (5) adjustable shelves; with footings; approximately 1830 mm (H) x 450 mm (D) x 1100 mm (L) in size; black in color; delivery and installation/assembly included		
STEEL FILING CABINET, VERTICAL , 1 unit Material: steel; three-layer vertical filing cabinet; with key-lock mechanism; approximately 1040 mm (H) x 620 mm (L) x 460 mm (W) in size; can fit letter and legal size folder; gray in color or similar shade; delivery and installation/assembly included		
MOBILE PEDESTAL CABINET, 2 units Material: All-metal body; three (3) drawers; with key-lock mechanism, 1 Pen tray and 1 file divider; approximately 600 mm (H) x 520 mm (D) x 400 mm (L) in size; white or beige in color or similar shade; delivery and installation/assembly included		
OFFICE CHAIR WITHOUT ARMREST, 1 unit Mid-back; mesh or polyurethane upholstery; with adjustable height; chrome or similar sturdy base; approximately 1100 mm (H) x 550 mm (W) x 550 mm (L) in size; black; good ergonomic cushion; delivery and installation/assembly included		
OFFICE CHAIR, 8 units Mid-back; mesh or polyurethane upholstery; with adjustable height and preferably height-adjustable armrest; chrome or similar sturdy base; approximately 610 mm (L) x 550 mm (W) x 1100 mm (H) in size; black; good ergonomic cushion; with lumbar support; delivery and installation/assembly included		
TOTAL AMOUNT		

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)
Procurement of Office Table, Chairs, Mobile Cabinets, Steel Cabinet, Racks, 1 lot			
OFFICE TABLE, 1 unit Materials: MFC table or similar quality; Bullnose edge; Metal Body/Legs; Color: Beechwood Top; approximately 1200 mm (L) x 600 mm (W) x 750 mm (H); delivery and installation/assembly included	Yes (<input type="checkbox"/>)	No (<input type="checkbox"/>)	
HEAVY-DUTY STEEL RACK, 2 units All metal powder coated finish shelves; with five (5) adjustable shelves; with footings; approximately 1830 mm (H) x 450 mm (D) x 1100 mm (L) in size; black in color; delivery and installation/assembly included	Yes (<input type="checkbox"/>)	No (<input type="checkbox"/>)	
STEEL FILING CABINET, VERTICAL , 1 unit Material: steel; three-layer vertical filing cabinet; with key-lock mechanism; approximately 1040 mm (H) x 620 mm (L) x 460 mm (W) in size; can fit letter and legal size folder; gray in color or similar shade; delivery and installation/assembly included	Yes (<input type="checkbox"/>)	No (<input type="checkbox"/>)	
MOBILE PEDESTAL CABINET, 2 units Material: All-metal body; three (3) drawers; with key-lock mechanism, 1 Pen tray and 1 file divider; approximately 600 mm (H) x 520 mm (D) x 400 mm (L) in size; white or beige in color or similar shade; delivery and installation/assembly included	Yes (<input type="checkbox"/>)	No (<input type="checkbox"/>)	
OFFICE CHAIR WITHOUT ARMREST, 1 unit Mid-back; mesh or polyurethane upholstery; with adjustable height; chrome or similar sturdy base; approximately 1100 mm (H) x 550 mm (W) x 550 mm (L) in size; black; good ergonomic cushion; delivery and installation/assembly included	Yes (<input type="checkbox"/>)	No (<input type="checkbox"/>)	
OFFICE CHAIR, 8 units Mid-back; mesh or polyurethane upholstery; with adjustable height and preferably height-adjustable armrest; chrome or similar sturdy base; approximately 610 mm (L) x 550 mm (W) x	Yes (<input type="checkbox"/>)	No (<input type="checkbox"/>)	



1100 mm (H) in size; black; good ergonomic cushion; with lumbar support; delivery and installation/assembly included			
Warranty: Twelve (12) months warranty from the date of delivery	Yes ()	No ()	
DELIVERY TERM: within Fifteen (15) working days from the date of receipt of the Purchase Order	Yes ()	No ()	
PAYMENT TERM: within Thirty (30) calendar days upon inspection and acceptance	Yes ()	No ()	
PLACE OF DELIVERY: PITAHC Central Office, East Avenue Medical Center Compound, Quezon City	Yes ()	No ()	
<div>▪ 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.</div>	Yes ()	No ()	N/A ()

Conforme:

Name of the Authorized Representative
And signature

Name of Company

Date