



REQUEST FOR PROPOSAL

Date: 06 December 2024

Reference: **RFP CO-24-054SVP**

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 stated below with the total Approved Budget for the Contract (ABC) amounting to **Sixty-Five Thousand Eight Hundred Forty-Six Pesos and 50/100 centavos (PhP65,846.50)** inclusive of all costs, applicable taxes, and service charges:

2.

PITAHC 2024 APP Ref	PR Number	Item Description
5029901000	24-09-0217	SUPPLY AND DELIVERY OF VARIOUS LABORATORY SUPPLIES (REPOST) LOT 1: Supplies (Thimble for Soxhlet Extraction) – PhP15,307.50 LOT 2: Supplies (Centrifuge Tubes, Gloves, Microcentrifuge tubes, Lint-free tissue, Laboratory Mat, Filter Paper, Laboratory Spill kit, Membrane Filter, Disposable Pipette Basin) – PhP43,679.00 LOT 3: Supplies (Carboys, Cotton roll, Foil, Aspirator, Syringe, Alcohol lamp) – PhP6,860.00 (See Terms and Conditions for detailed requirements)

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 December 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, attached document showing proof of authorization (e.g., duly notarized Secretary’s Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable
 - 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: **within thirty-five (35) working days upon receipt of Purchase Order**
3. Delivery Site: **PITAHC Central Office, Quezon City**
4. Payment Term: **Thirty (30) calendar days upon inspection and acceptance of all delivered materials and services**
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)
SUPPLY AND DELIVERY OF VARIOUS LABORATORY SUPPLIES (REPOST)		
LOT 1: Supplies (Thimble for Soxhlet Extraction)		
1. Thimble for Soxhlet Extraction, 25pcs / pack		
Quantity: One (1) pack		
LOT 2: Supplies (Centrifuge Tubes, Gloves, Microcentrifuge tubes, Lint-free tissue, Laboratory Mat, Filter Paper, Laboratory Spill kit, Membrane Filter, Disposable Pipette Basin)		
1. Centrifuge Tubes, Conical, 50 ml, 25 pieces / pack		
Quantity: Six (6) packs		
2. Centrifuge Tubes, Conical, 15 ml, 25 pieces / pack		
Quantity: Six (6) packs		
3. Gloves, Nitrile, Medium, 100pcs/box		
Quantity: Seven (7) boxes		
4. Gloves, Nitrile, Large, 100pcs/box		
Quantity: One (1) box		
5. Microcentrifuge tubes with snap cap, 2.0 mL, 500 pieces / pack		
Quantity: Two (2) packs		
6. Lint-free tissue, 286 sheets / box, 1 ply		
Quantity: Five (5) boxes		
7. Filter Paper, 25 micron, 100 pieces / pack		
Quantity: Two (2) packs		
8. Filter paper, 11 micron, 100 pieces / pack		
Quantity: Five (5) packs		
9. Laboratory Spill kit, 13.6 L Absorbing Capacity		
Quantity: One (1) kit		
10. Membrane Filter, Nylon, 0.22 micron, 100 pcs/pack		
Quantity: One (1) pack		
11. Disposable Pipette Basins, 25mL, 100pcs/pack		
Quantity: One (1) pack		



LOT 3: Supplies (Carboys, Cotton roll, Foil, Aspirator, Syringe, Alcohol lamp)	
1. Empty Black Carboy, 20 L	
Quantity: Five (5) pieces	
2. Cotton roll, 400g	
Quantity: Three (3) rolls	
3. Aluminum foil, 300m / roll	
Quantity: Two (2) rolls	
4. Rubber Aspirator	
Quantity: Four (4) pcs	
5. Disposable Syringe, 100 pcs / box, 10 mL	
Quantity: Two (2) boxes	
6. Alcohol lamp, 150 mL	
Quantity: One (1) piece	

Amount in Words:

LOT 1	_____

LOT 2	_____

LOT 3	_____

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)
SUPPLY AND DELIVERY OF VARIOUS LABORATORY SUPPLIES (REPOST) LOT 1: Supplies (Thimble for Soxhlet Extraction)	Yes ()	No ()	
1. Thimble for Soxhlet Extraction, 25pcs / pack	Yes ()	No ()	
Quantity: One (1) pack	Yes ()	No ()	
Material: Cellulose	Yes ()	No ()	
Thickness: 1 mm	Yes ()	No ()	
Size: 33 mm (I.D.) x 80 mm (L)	Yes ()	No ()	
DELIVERY SITE: PITAHC CENTRAL OFFICE, QUEZON CITY	Yes ()	No ()	
DELIVERY SCHEDULE: WITHIN THIRTY-FIVE (35) WORKING DAYS UPON RECEIPT OF PURCHASE ORDER	Yes ()	No ()	
PAYMENT TERM: THIRTY (30) CALENDAR DAYS UPON INSPECTION AND ACCEPTANCE OF ALL DELIVERED MATERIALS AND SERVICES	Yes ()	No ()	
<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



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)
SUPPLY AND DELIVERY OF VARIOUS LABORATORY SUPPLIES LOT 2: Supplies (Centrifuge Tubes, Gloves, Microcentrifuge tubes, Lint-free tissue, Laboratory Mat, Filter Paper, Laboratory Spill kit, Membrane Filter, Disposable Pipette Basin)	Yes ()	No ()	
1. Centrifuge Tubes, Conical, 50 ml, 25 pieces / pack	Yes ()	No ()	
Quantity: Six (6) packs	Yes ()	No ()	
Material: Polypropylene	Yes ()	No ()	
Type: Sterile	Yes ()	No ()	
Capacity/size: 50mL	Yes ()	No ()	
2. Centrifuge Tubes, Conical, 15 ml, 25 pieces / pack	Yes ()	No ()	
Quantity: Six (6) packs	Yes ()	No ()	
Material: Polypropylene	Yes ()	No ()	
Type: Sterile	Yes ()	No ()	
Capacity/size: 15mL	Yes ()	No ()	
3. Gloves, Nitrile, Medium, 100pcs/box	Yes ()	No ()	
Quantity: Seven (7) boxes	Yes ()	No ()	
Type: Nitrile, latex free, powder free, non-sterile	Yes ()	No ()	
Size: Medium	Yes ()	No ()	
4. Gloves, Nitrile, Large, 100pcs/box	Yes ()	No ()	
Quantity: One (1) box	Yes ()	No ()	
Type: Nitrile, latex free, powder free, non-sterile	Yes ()	No ()	
Size: Large	Yes ()	No ()	
5. Microcentrifuge tubes with snap cap, 2.0 mL, 500 pieces / pack	Yes ()	No ()	
Quantity: Two (2) packs	Yes ()	No ()	
Material: Polypropylene	Yes ()	No ()	
Color: Clear	Yes ()	No ()	
6. Lint-free tissue, 286 sheets / box, 1 ply	Yes ()	No ()	
Quantity: Five (5) boxes	Yes ()	No ()	
Material: Cellulose	Yes ()	No ()	
Size of sheet: 8.4" x 4.4" (approx)	Yes ()	No ()	
7. Filter Paper, 25 micron, 100 pieces / pack	Yes ()	No ()	
Quantity: Two (2) packs	Yes ()	No ()	
Material: Cellulose	Yes ()	No ()	
Size: 125 mm (diameter)	Yes ()	No ()	



Pore Size: 20-25 micron	Yes ()	No ()	
8. Filter paper, 11 micron, 100 pieces / pack	Yes ()	No ()	
Quantity: Five (5) packs	Yes ()	No ()	
Material: Cellulose	Yes ()	No ()	
Size: 125 mm (diameter)	Yes ()	No ()	
Pore size: 11 micron	Yes ()	No ()	
9. Laboratory Spill kit, 13.6 L Absorbing Capacity	Yes ()	No ()	
Quantity: One (1) kit	Yes ()	No ()	
Contents: 10 pcs absorbent pads 12" x 12"	Yes ()	No ()	
2 pcs universal socks 3" x 4ft	Yes ()	No ()	
1 pc brush/pan kit	Yes ()	No ()	
1 pair nitrile gloves	Yes ()	No ()	
1 pc 18x30 in. disposal bag	Yes ()	No ()	
1 pc HDPE bucket with lid (5 gal)	Yes ()	No ()	
10. Membrane Filter, Nylon, 0.22 micron, 100 pcs/pack	Yes ()	No ()	
Quantity: One (1) pack	Yes ()	No ()	
Material: Nylon	Yes ()	No ()	
Particle retention size: 0.22 micron	Yes ()	No ()	
Diameter: 47 mm	Yes ()	No ()	
11. Disposable Pipette Basins, 25mL, 100pcs/pack	Yes ()	No ()	
Quantity: One (1) pack	Yes ()	No ()	
Material: Polystyrene	Yes ()	No ()	
Capacity: 25 mL	Yes ()	No ()	
DELIVERY SITE: PITAHC CENTRAL OFFICE, QUEZON CITY	Yes ()	No ()	
DELIVERY SCHEDULE: WITHIN THIRTY-FIVE (35) WORKING DAYS UPON RECEIPT OF PURCHASE ORDER	Yes ()	No ()	
PAYMENT TERM: THIRTY (30) CALENDAR DAYS UPON INSPECTION AND ACCEPTANCE OF ALL DELIVERED MATERIALS AND SERVICES	Yes ()	No ()	
<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



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)
SUPPLY AND DELIVERY OF VARIOUS LABORATORY SUPPLIES			
LOT 3: Supplies (Carboys, Cotton roll, Foil, Aspirator, Syringe, Alcohol lamp)	Yes ()	No ()	
1. Empty Black Carboy, 20 L	Yes ()	No ()	
Quantity: Five (5) pieces	Yes ()	No ()	
Material: HDPE plastic	Yes ()	No ()	
Capacity: 20 L	Yes ()	No ()	
2. Cotton roll, 400g	Yes ()	No ()	
Quantity: Three (3) rolls	Yes ()	No ()	
Material: Cotton	Yes ()	No ()	
3. Aluminum foil, 300m / roll	Yes ()	No ()	
Quantity: Two (2) rolls	Yes ()	No ()	
Material: Aluminum	Yes ()	No ()	
Size: 30cm x 300m	Yes ()	No ()	
4. Rubber Aspirator	Yes ()	No ()	
Quantity: Four (4) pcs	Yes ()	No ()	
Material: Rubber	Yes ()	No ()	
5. Disposable Syringe, 100 pcs / box, 10 mL	Yes ()	No ()	
Quantity: Two (2) boxes	Yes ()	No ()	
Capacity: 10 mL	Yes ()	No ()	
Material: Plastic	Yes ()	No ()	
6. Alcohol lamp, 150 mL	Yes ()	No ()	
Quantity: One (1) piece	Yes ()	No ()	
Capacity: 150 mL	Yes ()	No ()	
Material: Glass	Yes ()	No ()	
DELIVERY SITE: PITAHC CENTRAL OFFICE, QUEZON CITY	Yes ()	No ()	
DELIVERY SCHEDULE: WITHIN THIRTY-FIVE (35) WORKING DAYS UPON RECEIPT OF PURCHASE ORDER	Yes ()	No ()	
PAYMENT TERM: THIRTY (30) CALENDAR DAYS UPON INSPECTION AND ACCEPTANCE OF ALL DELIVERED MATERIALS AND SERVICES	Yes ()	No ()	
<ul style="list-style-type: none">As part of the submission aside from Item No. 5 of the RFP and the	Yes ()	No ()	N/A ()



Price Proposal Form, bidder shall submit a Certificate of Satisfactory Completion/Performance for those who have previous contracts with PITAHC, if applicable.			
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