



REQUEST FOR QUOTATION

Date: 20 February 2025

Reference: RFQ CO-25-001SHP

1. The **Philippine Institute of Traditional and Alternative Health Care (PITAHC)** through its **Bids and Awards Committee (BAC)** invites **prospective bidders** to submit a quotation for the procurement of the item stated below with the total Approved Budget for the Contract (ABC) amounting to **One Hundred Forty-One Thousand Seven Hundred Fifty-Five Pesos (PhP141,755.00) inclusive of all costs, applicable taxes, and service charges:**

2.

PITAHC 2025 APP Ref	PR Number	Item Description
5020399000	25-02-0027	PROCUREMENT OF COMMON-USE/JANITORIAL SUPPLIES (See Terms and Conditions for detailed requirements)

3. Procurement shall be conducted through Shopping under Section 52 – Shopping 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 quotation 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@pitahe.gov.ph. The quotation shall be received until **25 February 2025, 12:00 noon**.
5. The bidder must **submit a copy** of the **quotation**, including the following documents, 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 2024/2025
 - b. PHILGEPS Registration Number (to be indicated in the Price Quotation Form) attach proof of registration
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 quotations, 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.


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: **Fifteen (15) calendar days from date of receipt of Purchase Order**
3. Delivery Site: **PITAHC Building, Central Office, Quezon City**
4. Payment Term: **Thirty (30) calendar days from the date of inspection and acceptance**
5. Price quotation must be valid for a period of **thirty (30) calendar days** from the date of submission.
6. Price quotation to be denominated in **Philippine Peso (PhP)**, include all taxes and duties and/or levies payable.
7. Quotations exceeding the ABC shall be automatically rejected.
8. In addition to the submission of the Price Quotation Form, **bidder shall submit a Certificate of Completion/Satisfactory 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 quotation, 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 QUOTATION 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 quotation 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)
PROCUREMENT OF COMMON-USE/JANITORIAL SUPPLIES		

Amount in Words: LOT 1 _____

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 TOTAL PRICE OFFER

	QUANTITY		EST. COST	EST. TOTAL
Procurement of Common-Use/Janitorial Supplies				
Toner Cartridge, Black, For Brother; TN-3478, new and original	10	cart		
Drum Cartridge, Brother DR-3455 for MFC-L5900DW, new and original	3	drum		
HP Q2612A (HP 12A) Toner, Black, new and original	2	cart		
EPSON BK003 Ink, Black, new and original	5	btl		
EPSON BK003 Ink, Yellow, new and original	2	btl		
EPSON BK003 Ink, Cyan, new and original	2	btl		
EPSON BK003 Ink, Magenta, new and original	2	btl		
EPSON 001, Black, new and original	2	btl		
EPSON 001, Cyan, new and original	1	btl		
EPSON 001, Yellow, new and original	1	btl		
EPSON 001, Magenta, new and original	1	btl		
Ballpoint Pen, Black, Fine Point	48	piece		
Ballpoint Pen, Blue, Fine Point	48	piece		
Glue Stick, all purpose, paste, at least 15g	8	piece		
vellum board paper, morocco, blue, 10s/pack, letter size, 220gsm	15	pack		
Bond Paper, Letter size, 100gsm	8	ream		
storage box with lid, kraft	14	piece		
battery, AAA, 2s/pack	15	pack		
battery, AA, 2s/pack	15	pack		
cleanser, scouring powder, at least 350g	16	can		
DETERGENT POWDER, all-purpose, at least 1kg pack	20	pack		
LIQUID HAND SOAP, at least 500ml container	24	btl		
mop handle, plastic or aluminum, heavyduty	4	piece		
mop head, cotton, 400g	4	piece		
soft broom (walis tambo)	3	piece		
Push brush with handle, heavy duty, 4 ft (floor brush)	2	piece		
dishwashing sponge with scrubbing pad/double sided	8	piece		
bleaching liquid	6	gallon		
trash bag, plastic, black, XXL size, approx 37"x 40", at 100's/pack	3	pack		
antibacterial disinfectant spray, large	8	btl		
tissue, interfolded, at least 175 sheets	24	pack		

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 COMMON- USE/JANITORIAL SUPPLIES	Yes ()	No ()	
Toner Cartridge, Black, For Brother; TN-3478, new and original	Yes ()	No ()	
Drum Cartridge, Brother DR-3455 for MFC-L5900DW, new and original	Yes ()	No ()	
HP Q2612A (HP 12A) Toner, Black, new and original	Yes ()	No ()	
EPSON BK003 Ink, Black, new and original	Yes ()	No ()	
EPSON BK003 Ink, Yellow, new and original	Yes ()	No ()	
EPSON BK003 Ink, Cyan, new and original	Yes ()	No ()	
EPSON BK003 Ink, Magenta, new and original	Yes ()	No ()	
EPSON 001, Black, new and original	Yes ()	No ()	
EPSON 001, Cyan, new and original	Yes ()	No ()	
EPSON 001, Yellow, new and original	Yes ()	No ()	
EPSON 001, Magenta, new and original	Yes ()	No ()	
Ballpoint Pen, Black, Fine Point	Yes ()	No ()	
Ballpoint Pen, Blue, Fine Point	Yes ()	No ()	
Glue Stick, all purpose, paste, at least 15g	Yes ()	No ()	
vellum board paper, morocco, blue, 10s/pack, letter size, 220gsm	Yes ()	No ()	
Bond Paper, Letter size, 100gsm	Yes ()	No ()	
storage box with lid, kraft	Yes ()	No ()	
battery, AAA, 2s/pack	Yes ()	No ()	
battery, AA, 2s/pack	Yes ()	No ()	
cleanser, scouring powder, at least 350g	Yes ()	No ()	
DETERGENT POWDER, all-purpose, at least 1kg pack	Yes ()	No ()	
LIQUID HAND SOAP, at least 500ml container	Yes ()	No ()	
mop handle, plastic or aluminum, heavy duty	Yes ()	No ()	
mop head, cotton, 400g	Yes ()	No ()	
soft broom (walis tambo)	Yes ()	No ()	
Push brush with handle, heavy duty, 4 ft (floor brush)	Yes ()	No ()	
dishwashing sponge with scrubbing pad/double sided	Yes ()	No ()	
bleaching liquid	Yes ()	No ()	



Republic of the Philippines
DEPARTMENT OF HEALTH
*Philippine Institute of Traditional and
Alternative Health Care*



trash bag, plastic, black, XXL size, approx 37"x 40", at 100's/pack	Yes ()	No ()	
antibacterial disinfectant spray, large	Yes ()	No ()	
tissue, interfolded, at least 175 sheets	Yes ()	No ()	
DELIVERY SITE: PITAHC BUILDING, CENTRAL OFFICE, QUEZON CITY	Yes ()	No ()	
DELIVERY SCHEDULE: FIFTEEN (15) CALENDAR DAYS FROM DATE OF RECEIPT OF PURCHASE ORDER	Yes ()	No ()	
PAYMENT TERM: THIRTY (30) CALENDAR DAYS FROM THE DATE OF INSPECTION AND ACCEPTANCE	Yes ()	No ()	
IN ADDITION TO THE SUBMISSION OF THE PRICE QUOTATION FORM, BIDDER SHALL SUBMIT A CERTIFICATE OF COMPLETION/ SATISFACTORY 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