



REQUEST FOR QUOTATION

Date: 30 May 2025

Reference: RFQ CO-25-008SVP-A

1. The **Philippine Institute of Traditional and Alternative Health Care (PITAHC)** through its **Bids and Awards Committee (BAC)** invites interested bidders to submit a quotation for the procurement of the item stated below with the total Approved Budget for the Contract (ABC) amounting to **FIFTY-FIVE THOUSAND SIX HUNDRED SEVENTEEN PESOS (PHP55,617.00) inclusive of all applicable taxes and other charges;**

2.

PITAHC 2025 APP Ref	PR Number	Item Description
5020702000	25-04-0067	VARIOUS R&D LABORATORY SUPPLIES (REPOST) LOT 1 – THIMBLE FOR SOXHLET EXTRACTION – PHP15,617.00 LOT 2 - FILTER PAPER, SPILL KIT, AND MEMBRANE FILTER – PHP40,000.00 (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 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@pitahc.gov.ph. The quotation shall be received until **03 June 2025, 12:00NN**.
5. The bidder must **submit a copy** of the following documents, **together with the quotation**, to ensure that the said bidder is technically, legally and financially capable to undertake the proposed project:
- Valid and current Mayor's/Business Permit 2024/2025
 - 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
 - PHILGEPS Registration Number (to be indicated in the Price Quotation 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 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) 8282-5194 loc 303.


ATTY. KEENTH N. ALMEÑA
Chairperson, PITAHC BAC



OTHER TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Term: **within Ninety (90) calendar days from the date of receipt of Purchase Order**
3. Place of Delivery: **PITAHC Building Central Office, Brgy. Central, Quezon City**
4. Terms of Payment : **within Thirty (30) calendar days after inspection and acceptance of all delivered materials and services ; Issuance of Certificate of Completion, and submission of letter of request for payment and other necessary documents required based on the Terms and Conditions.**
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 Satisfactory Completion/Performance for those who have previous contracts with PITAHC one (1) year from the deadline of submission of quotation, 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/services 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)
VARIOUS R&D LABORATORY SUPPLIES (REPOST)		
LOT 1 – THIMBLE FOR SOXHLET EXTRACTION		
LOT 2 - FILTER PAPER, SPILL KIT, AND MEMBRANE FILTER		

Total Amount in Words:

LOT 1 _____
LOT 2 _____

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: _____



TECHNICAL SPECIFICATIONS

Technical Specifications	Compliance to Technical Specifications (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
VARIOUS R&D LABORATORY SUPPLIES (REPOST)			
LOT 1 – THIMBLE FOR SOXHLET EXTRACTION	Yes ()	No ()	
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 Term: within ninety (90) calendar days from the date of receipt of Purchase Order	Yes ()	No ()	
Place of Delivery: PITAHC Building Central Office, Brgy. Central, Quezon City	Yes ()	No ()	
Terms of Payment: within Thirty (30) calendar days after inspection and acceptance of all delivered materials and services ; issuance of Certificate of Completion, and submission of letter of request for payment and other necessary documents required based on the Terms and Conditions.	Yes ()	No ()	
Bidder shall submit a Certificate of Satisfactory Performance/Completion for those who have previous contracts with PITAHC one (1) year from the deadline of submission of quotation and/or PITAHC provides Certificate of Completion/ Satisfactorily performance of the bidder with previous contract, if applicable	Yes ()	No ()	

Conforme:

Name and signature of the
Authorized Representative

Name of Company

Date



Technical Specifications	Compliance to Technical Specifications (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
VARIOUS R&D LABORATORY SUPPLIES (REPOST)			
LOT 2 – Filter Paper, Spill Kit, and Membrane Filter	Yes ()	No ()	
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 ()	
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 ()	
Laboratory Spill kit, 30 L Absorbing Capacity	Yes ()	No ()	
Quantity: One (1) kit	Yes ()	No ()	
Contents:	Yes ()	No ()	
20 pcs. absorbent pads	Yes ()	No ()	
2 pcs. absorbent booms	Yes ()	No ()	
1 pc. eye goggles	Yes ()	No ()	
1 pr. nitrile gloves	Yes ()	No ()	
1 pc. instruction sheet	Yes ()	No ()	
1 pc. disposable bag	Yes ()	No ()	
Membrane Filter, Polyamide, 0.22 micron, 100 pcs/pack	Yes ()	No ()	
Quantity: One (1) pack	Yes ()	No ()	
Material: Polyamide	Yes ()	No ()	
Particle retention size: 0.2 micrometer	Yes ()	No ()	
Diameter: 47 mm	Yes ()	No ()	
Delivery Term: within ninety (90) calendar days from the date of receipt of Purchase Order	Yes ()	No ()	
Place of Delivery: PITAHC Building Central Office, Brgy. Central, Quezon City	Yes ()	No ()	
Terms of Payment: within Thirty (30) calendar days after inspection and acceptance of all delivered materials and services ; issuance of Certificate of	Yes ()	No ()	



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



Completion, and submission of letter of request for payment and other necessary documents required based on the Terms and Conditions.			
Bidder shall submit a Certificate of Satisfactory Performance/Completion for those who have previous contracts with PITAHC one (1) year from the deadline of submission of quotation and/or PITAHC provides Certificate of Completion/ Satisfactorily performance of the bidder with previous contract, if applicable	Yes ()	No ()	

Conforme:

Name and signature of the
Authorized Representative

Name of Company

Date