



REQUEST FOR QUOTATION

Date: 11 June 2025

Reference: RFQ CO-25-010SVP-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 **ONE HUNDRED FIFTY-TWO THOUSAND SIX HUNDRED FORTY-ONE PESOS AND THIRTY-FOUR CENTAVOS (PHP152,641.34) inclusive of all applicable taxes and other charges;**

2.

PITAHC 2025 APP Ref	PR Number	Item Description
5020702000	25-04-0068	SUPPLY AND DELIVERY OF SEMI-EXPENDABLE SUPPLIES AND MATERIALS (LABORATORY EQUIPMENT) (REPOST) LOT 1 – FORCEPS WITH POINTED TIPS, TEST TUBE RACKS, WASH BOTTLES, TEST TUBE BRUSHES) – PHP7,410.67 LOT 2 – BEAKER TONG, MORTAR AND PESTLE, THUMB FORCEPS, TEST TUBE HOLDER, ROTARY PIPETTE HOLDER, CAST IRON BASE SUPPORT STAND – PHP11,863.67 LOT 3 – LABORATORY HALF MASK RESPIRATORS AND RESPIRATOR CARTRIDGES – PHP16,880.00 LOT 4 – TEST TUBE RACK 30MM, MAGNETIC STIR BARS – PHP6,969.00 LOT 5 – LABORATORY CLAMPS – PHP10,440.00 LOT 6 – CHEMICAL SPILL CONTAINMENT TRAY – PHP99,078.00 (Quotations exceeding the ABC per Lot shall be automatically rejected.) (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@pitahe.gov.ph. The quotation shall be received until **17 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:
 - a. Valid and current Mayor’s/Business Permit 2024/2025
 - 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 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. ALMEÑE
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 per lot** 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)
SUPPLY AND DELIVERY OF SEMI-EXPENDABLE SUPPLIES AND MATERIALS (LABORATORY EQUIPMENT) (REPOST)		
LOT 1 – FORCEPS WITH POINTED TIPS, TEST TUBE RACKS, WASH BOTTLES, TEST TUBE BRUSHES)		
LOT 2 – BEAKER TONG, MORTAR AND PESTLE, THUMB FORCEPS, TEST TUBE HOLDER, ROTARY PIPETTE HOLDER, CAST IRON BASE SUPPORT STAND		
LOT 3 - LABORATORY HALF MASK RESPIRATORS AND RESPIRATOR CARTRIDGES		
LOT 4 – TEST TUBE RACK 30MM, MAGNETIC STIR BARS		
LOT 5 – LABORATORY CLAMPS		
LOT 6 - CHEMICAL SPILL CONTAINMENT TRAY		

Bidder **‘must’** state the **TOTAL AMOUNT IN WORDS:**

LOT 1 _____
LOT 2 _____
LOT 3 _____
LOT 4 _____
LOT 5 _____
LOT 6 _____

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: _____



PRICE BREAKDOWN FORM

SUPPLY AND DELIVERY OF SEMI-EXPENDABLE SUPPLIES AND MATERIALS (LABORATORY EQUIPMENT) (REPOST)	PRICE PER PIECE/ UNIT/SET	TOTAL AMOUNT
LOT 1 – FORCEPS WITH POINTED TIPS, TEST TUBE RACKS, WASH BOTTLES, TEST TUBE BRUSHES		
FORCEPS WITH POINTED TIPS		
TEST TUBE RACK, FOR 60 TUBES (16MM TUBE)		
TEST TUBE RACK, FOR 24 TUBES (25MM TUBE)		
WASH BOTTLE, 500 ML		
WASH BOTTLE, 250 ML		
TEST TUBE BRUSH (SMALL), PACK OF 10		
TEST TUBE BRUSH (MEDIUM), PACK OF 10		
TEST TUBE BRUSH (LARGE), PACK OF 10		
TOTAL		
LOT 2 – BEAKER TONG, MORTAR AND PESTLE, THUMB FORCEPS, TEST TUBE HOLDER, ROTARY PIPETTE HOLDER, CAST IRON BASE SUPPORT STAND		
BEAKER TONGS, PLASTIC-COATED TIPS		
MORTAR AND PESTLE		
FORCEPS, THUMB		
TEST TUBE HOLDER, PLATED METAL WIRE		
ROTARY PIPETTE HOLDER		
CAST IRON BASE SUPPORT STAND		
TOTAL		
LOT 3 – LABORATORY HALF MASK RESPIRATORS AND RESPIRATOR CARTRIDGES		
LABORATORY HALF MASK RESPIRATOR		
RESPIRATOR CARTRIDGE, FOR ORGANIC SOLVENTS, ACIDS, AND PARTICULATE MATTER, ONE (1) PAIR		
TOTAL		
LOT 4 – TEST TUBE RACK 30MM, MAGNETIC STIR BARS		
TEST TUBE RACK, FOR 24 TUBES (30MM TUBE)		
MAGNETIC STIR BAR, 12MM		
MAGNETIC STIR BAR, 25MM		
MAGNETIC STIR BAR, 50MM		
TOTAL		
LOT 5 – LABORATORY CLAMPS		
CLAMP, EXTENSION 3-PRONG		
CLAMP HOLDER		
CLOSED RING SUPPORT CLAMP		
TOTAL		
LOT 6 – CHEMICAL SPILL CONTAINMENT TRAY		
CHEMICAL SPILL CONTAINMENT TRAY		
TOTAL		

Conforme:

Name and signature of the
Authorized Representative

Name of Company

Date



TECHNICAL SPECIFICATIONS

Technical Specifications	Compliance to Technical Specifications (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
SUPPLY AND DELIVERY OF SEMI-EXPENDABLE SUPPLIES AND MATERIALS (LABORATORY EQUIPMENT) (REPOST)			
LOT 1 – FORCEPS WITH POINTED TIPS, TEST TUBE RACKS, WASH BOTTLES, TEST TUBE BRUSHES	Yes ()	No ()	
Forceps with pointed tips	Yes ()	No ()	
Quantity: Three (3) pieces	Yes ()	No ()	
Material: Stainless steel	Yes ()	No ()	
Tip shape: Sharp	Yes ()	No ()	
Measurement: 160mm	Yes ()	No ()	
Test tube rack, for 60 tubes (16mm tube)	Yes ()	No ()	
Quantity: Two (2) pieces	Yes ()	No ()	
Material: Polypropylene (PP)	Yes ()	No ()	
Autoclavable: Yes	Yes ()	No ()	
Test tube rack, for 24 tubes (25mm tube)	Yes ()	No ()	
Quantity: Two (2) pieces	Yes ()	No ()	
Material: Polypropylene (PP)	Yes ()	No ()	
Autoclavable: Yes	Yes ()	No ()	
Wash bottle, 500 mL	Yes ()	No ()	
Quantity: Three (3) pieces	Yes ()	No ()	
Material: LDPE	Yes ()	No ()	
Capacity: 500 mL	Yes ()	No ()	
Wash bottle, 250 mL	Yes ()	No ()	
Quantity: Three (3) pieces	Yes ()	No ()	
Material: LDPE	Yes ()	No ()	
Capacity: 250 mL	Yes ()	No ()	
Test Tube Brush (Small), pack of 10	Yes ()	No ()	
Quantity: One (1) Pack	Yes ()	No ()	
Material: Nylon	Yes ()	No ()	
Size: 185x33 mm	Yes ()	No ()	
Test Tube Brush (Medium), pack of 10	Yes ()	No ()	



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Quantity: One (1) Pack	Yes ()	No ()	
Material: Nylon	Yes ()	No ()	
Size: 235x25 mm	Yes ()	No ()	
Test Tube Brush (Large), pack of 10	Yes ()	No ()	
Quantity: One (1) Pack	Yes ()	No ()	
Material: Nylon	Yes ()	No ()	
Size: 260x17 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 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, if applicable	Yes ()	No ()	

Conforme:

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Technical Specifications	Compliance to Technical Specifications (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
SUPPLY AND DELIVERY OF SEMI-EXPENDABLE SUPPLIES AND MATERIALS (LABORATORY EQUIPMENT) (REPOST)			
LOT 2 – BEAKER TONG, MORTAR AND PESTLE, THUMB FORCEPS, TEST TUBE HOLDER, ROTARY PIPETTE HOLDER, CAST IRON BASE SUPPORT STAND	Yes ()	No ()	
Beaker Tongs, plastic-coated tips	Yes ()	No ()	
Quantity: One (1) piece	Yes ()	No ()	
Material: Steel (body), plastic (tip coating)	Yes ()	No ()	
Mortar and Pestle	Yes ()	No ()	
Quantity: Two (2) sets	Yes ()	No ()	
Material: Porcelain	Yes ()	No ()	
Diameter: 100mm	Yes ()	No ()	
Forceps, Thumb	Yes ()	No ()	
Quantity: Three (3) pieces	Yes ()	No ()	
Material: Stainless steel	Yes ()	No ()	
Working Surface Style: Serrated	Yes ()	No ()	
Curvature: Straight	Yes ()	No ()	
Size: 5-1/2"	Yes ()	No ()	
Test tube holder, plated metal wire	Yes ()	No ()	
Quantity: Four (4) pieces	Yes ()	No ()	
Material: Chrome-plated steel	Yes ()	No ()	
Rotary Pipette Holder	Yes ()	No ()	
Quantity: One (1) piece	Yes ()	No ()	
Material: Polypropylene	Yes ()	No ()	
Holding capacity: can hold up to 94 pipettes	Yes ()	No ()	
Cast Iron Base Support Stand	Yes ()	No ()	
Quantity: Six (6) pieces	Yes ()	No ()	
Material: Cast Iron (Base), Steel (Rod)	Yes ()	No ()	
Size: 5"x8" Base, 24" Rod	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 ()	



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	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
SUPPLY AND DELIVERY OF SEMI-EXPENDABLE SUPPLIES AND MATERIALS (LABORATORY EQUIPMENT) (REPOST)			
LOT 3 – LABORATORY HALF MASK RESPIRATORS AND RESPIRATOR CARTRIDGES	Yes ()	No ()	
Laboratory half mask respirator	Yes ()	No ()	
Quantity: Four (4) Pieces	Yes ()	No ()	
Material: Thermoplastic Elastomer	Yes ()	No ()	
No. of slots for Respirator Cartridge: Two (2) slots	Yes ()	No ()	
Respirator cartridge, for organic solvents, acids, and particulate matter, one (1) pair	Yes ()	No ()	
Quantity: Eight (8) pairs	Yes ()	No ()	
Vapor protection: Organic Vapor and Acid Gas	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, if applicable	Yes ()	No ()	

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	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
SUPPLY AND DELIVERY OF SEMI-EXPENDABLE SUPPLIES AND MATERIALS (LABORATORY EQUIPMENT) (REPOST)			
LOT 4 – TEST TUBE RACK 30MM, MAGNETIC STIR BARS	Yes ()	No ()	
Test tube rack, for 24 tubes (30mm tube)	Yes ()	No ()	
Quantity: Two (2) pieces	Yes ()	No ()	
Material: Polypropylene (PP)	Yes ()	No ()	
Autoclavable: Yes	Yes ()	No ()	
Magnetic Stir Bar, 12mm	Yes ()	No ()	
Quantity: Three (3) pieces	Yes ()	No ()	
Material: PTFE coating	Yes ()	No ()	
Size: 12mm (length) x 6mm (diameter)	Yes ()	No ()	
Magnetic Stir Bar, 25mm	Yes ()	No ()	
Quantity: Three (3) pieces	Yes ()	No ()	
Material: PTFE coating	Yes ()	No ()	
Size: 25mm (length) x 8mm (diameter)	Yes ()	No ()	
Magnetic Stir Bar, 50mm	Yes ()	No ()	
Quantity: Three (3) pieces	Yes ()	No ()	
Material: PTFE coating	Yes ()	No ()	
Size: 50mm (length) x 8mm (diameter)	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	Yes ()	No ()	



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PITAHC one (1) year from the deadline of
submission of quotation, if applicable

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SUPPLY AND DELIVERY OF SEMI-EXPENDABLE SUPPLIES AND MATERIALS (LABORATORY EQUIPMENT) (REPOST)			
LOT 5 – LABORATORY CLAMPS	Yes ()	No ()	
Clamp, Extension 3-Prong	Yes ()	No ()	
Quantity: Six (6) pieces	Yes ()	No ()	
Material: Stainless steel or Zinc (Nickel-plated)	Yes ()	No ()	
Clamp style: 3-Prong	Yes ()	No ()	
Clamp Holder	Yes ()	No ()	
Quantity: Six (6) pieces	Yes ()	No ()	
Material: Stainless steel or Zinc (Nickel-plated)	Yes ()	No ()	
Closed Ring Support Clamp	Yes ()	No ()	
Quantity: Six (6) Pieces	Yes ()	No ()	
Material: Cast Iron or stainless steel	Yes ()	No ()	
I.D. : 120 mm - 140 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 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, if applicable	Yes ()	No ()	

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Technical Specifications	Compliance to Technical Specifications (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
SUPPLY AND DELIVERY OF SEMI-EXPENDABLE SUPPLIES AND MATERIALS (LABORATORY EQUIPMENT) (REPOST)			
LOT 6 – CHEMICAL SPILL CONTAINMENT TRAY	Yes ()	No ()	
Chemical Spill Containment Tray	Yes ()	No ()	
Quantity: Eight (8) Pieces	Yes ()	No ()	
Material: Polyethylene	Yes ()	No ()	
Size: 28" x 18" x 2"	Yes ()	No ()	
Thickness: minimum of 3/16"	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, if applicable	Yes ()	No ()	

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