



## REQUEST FOR QUOTATION

Date: 11 July 2025

Reference: RFQ CO-25-002SHP

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 SEVENTY-FOUR THOUSAND FORTY-ONE PESOS AND SEVENTY-SEVEN CENTAVOS (PhP174,041.77)** inclusive of all costs, applicable taxes, and service charges:

PITAHC 2025 APP Ref	PR Number	Item Description
5020399000	25-02-0027	<b>PROCUREMENT OF COMMON-USE SUPPLIES AND EQUIPMENT</b>  <b>LOT 1 - PRINTER INKS/TONERS – PHP153,920.74</b>  <b>LOT 2 – OFFICE/JANITORIAL SUPPLIES – PHP20,121.03</b>  <i>(See Terms and Conditions for detailed requirements)</i>

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@pitahc.gov.ph. The quotation shall be received until **16 July 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. KENNETH N. ALMEÑA**  
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)
<b>PROCUREMENT OF COMMON-USE SUPPLIES AND EQUIPMENT</b>		
<b>LOT 1 - PRINTER INKS/TONERS</b>		
<b>LOT 2 - OFFICE/JANITORIAL SUPPLIES</b>		

Bidder **must** state the Total Amount in Words of their offer:

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: \_\_\_\_\_

Tin Number : \_\_\_\_\_



**BREAKDOWN OF TOTAL PRICE OFFER**  
**PROCUREMENT OF COMMON-USE SUPPLIES AND EQUIPMENT**

<b>LOT 1 – PRINTER INKS/TONERS</b>	<b>QUANTITY</b>	<b>UOM</b>	<b>EST. COST</b>	<b>EST. TOTAL</b>
Toner Cartridge, Black, For Brother; TN-3478,new and original	3	cart		
HP Q2612A (HP 12A) Toner, Black, new and original	3	cart		
Toner Cartridge, Black, HP 83A, new and original	10	cart		
Toner Cartridge, Black, HP 85A, new and original	10	cart		
EPSON BK003 Ink, Black, new and original	2	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		
<b>TOTAL</b>			<b>PHP</b>	

<b>LOT 2 - OFFICE/JANITORIAL SUPPLIES</b>	<b>QUANTITY</b>	<b>UOM</b>	<b>EST. COST</b>	<b>EST. TOTAL</b>
Ballpoint Pen, Black, Fine Point	24	piece		
Ballpoint Pen, Blue, Fine Point	24	piece		
marking pen, permanent, black, bullet tip	24	piece		
marking pen, permanent, blue, bullet tip	24	piece		
stapler, standard type, load cap: 200 staples min; stapler pusher shall be a metal piece not spring	5	piece		
stamp pad, felt, pre-inked, thickness (min): 5mm; width (min): 61mm; Length (min): 102mm (min)	4	piece		
flash drive, 64GB capacity	5	piece		
tape flag/index tab, self-adhesive, transparent, 10 colors/pack	12	pack		
battery, AAA, 2s/pack	8	pack		
battery, AA, 2s/pack	12	pack		
alcohol, 70% Ethanol (Ethyl Alcohol); at least 3.785 liters, colorless clear liquid; with tamper proof or shrink-wrapped cap	4	gallon		
detergent powder, all-purpose, at least 1kg pack	12	pack		
dishwashing sponge with scrubbing pad/double sided	12	piece		
bleaching liquid	3	gallon		
trash bag, plastic, black, XXL size, approx 37"x 40", at 10's/pack	50	roll/pack		
trash bag, plastic, black, approx 18"x 18"size, at 10's/roll	30	roll/pack		
tissue, interfolded, at least 175 sheets	24	pack		
extension cord, 4 gang with individual switch, universal socket, at least 1.8m cord length	3	pc		
<b>TOTAL</b>			<b>PHP</b>	

**Conforme:**

\_\_\_\_\_  
Name of the Authorized Representative  
And signature

\_\_\_\_\_  
Name of Company      Date





## COMPLIANCE TO TECHNICAL SPECIFICATIONS

### Instructions to Bidders:

This form must be accomplished completely and truthfully.

Counter offers or alternative specifications must be clearly stated and supported by technical documents or brochures, if applicable.

Failure to properly fill out this form may result in the disqualification of your quotation for non-responsiveness.

TECHNICAL SPECIFICATIONS  LOT 1 – PRINTER INKS/TONERS	COMPLIANCE TO TECHNICAL SPECIFICATIONS	
	INSTRUCTIONS: 1. Check the corresponding box if the specification can comply  2. If the bidder cannot fully comply, do not check the box. Instead, clearly state your proposed alternative offer in the “ALTERNATIVE OFFER COLUMN”	
	CAN COMPLY	ALTERNATIVE OFFER
<b>TONER CARTRIDGE</b> Black, For Brother; TN-3478, new and original	Yes ( )	
<b>QUANTITY: 3 CARTRIDGES</b>	Yes ( )	
HP Q2612A (HP 12A) Toner, Black, new and original	Yes ( )	
<b>QUANTITY: 3 CARTRIDGES</b>	Yes ( )	
Toner Cartridge, Black, HP 83A, new and original	Yes ( )	
<b>QUANTITY: 10 CARTRIDGES</b>	Yes ( )	
Toner Cartridge, Black, HP 85A, new and original	Yes ( )	
<b>QUANTITY: 10 CARTRIDGES</b>	Yes ( )	
EPSON BK003 Ink, Black, new and original	Yes ( )	
<b>QUANTITY: 2 BOTTLES</b>	Yes ( )	
EPSON BK003 Ink, Yellow, new and original	Yes ( )	
<b>QUANTITY: 2 BOTTLES</b>	Yes ( )	
EPSON BK003 Ink, Cyan, new and original	Yes ( )	
<b>QUANTITY: 2 BOTTLES</b>	Yes ( )	
EPSON BK003 Ink, Magenta, new and original	Yes ( )	
<b>QUANTITY: 2 BOTTLES</b>	Yes ( )	
with Certification as Authorized Distributor/Reseller of HP,Brother or Epson inks/toners	Yes ( )	



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



<b>DELIVERY TERM:</b> 15 days from date of receipt of Purchase Order	Yes ( )	
<b>PAYMENT TERM:</b> Thirty (30) calendar days from the date of inspection and acceptance	Yes ( )	
<b>PLACE OF DELIVERY:</b> PITAHC Building, Central Office, Quezon City	Yes ( )	
BIDDER SHALL SUBMIT A <b>CERTIFICATE OF SATISFACTORY PERFORMANCE/COMPLETION</b> FOR THOSE WHO HAVE PREVIOUS CONTRACTS WITH PITAHC ONE (1) YEAR FROM THE DEADLINE OF SUBMISSION OF QUOTATION, IF APPLICABLE	Yes ( )	If no previous contract with PITAHC, check:  ( ) Not Applicable

**Conforme:**

\_\_\_\_\_  
Name of the Authorized Representative  
And signature

\_\_\_\_\_  
Name of Company      Date





## COMPLIANCE TO TECHNICAL SPECIFICATIONS

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This form must be accomplished completely and truthfully.

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TECHNICAL SPECIFICATIONS  LOT 2 - OFFICE/JANITORIAL SUPPLIES	COMPLIANCE TO TECHNICAL SPECIFICATIONS	
	INSTRUCTIONS: 1. Check the corresponding box if the specification can comply  2. If the bidder cannot fully comply, do not check the box. Instead, clearly state your proposed alternative offer in the "ALTERNATIVE OFFER COLUMN"	
	CAN COMPLY	ALTERNATIVE OFFER
Ballpoint Pen, Black, Fine Point	Yes ( )	
QUANTITY: 24 PIECES	Yes ( )	
Ballpoint Pen, Blue, Fine Point	Yes ( )	
QUANTITY: 24 PIECES	Yes ( )	
marking pen, permanent, black, bullet tip	Yes ( )	
QUANTITY: 24 PIECES	Yes ( )	
marking pen, permanent, blue, bullet tip	Yes ( )	
QUANTITY: 24 PIECES	Yes ( )	
stapler, standard type, load cap: 200 staples min; stapler pusher shall be a metal piece not spring	Yes ( )	
QUANTITY: 5 PIECES	Yes ( )	
stamp pad, felt, pre-inked, thickness (min): 5mm; width (min): 61mm; Length (min): 102mm (min)	Yes ( )	
QUANTITY: 4 PIECES	Yes ( )	
flash drive, 64GB capacity	Yes ( )	
QUANTITY: 5 PIECES	Yes ( )	
tape flag/index tab, self-adhesive, transparent, 10 colors/pack	Yes ( )	
QUANTITY: 12 PACKS	Yes ( )	
battery, AAA, 2s/pack	Yes ( )	
QUANTITY: 8 PACKS	Yes ( )	
battery, AA, 2s/pack	Yes ( )	
QUANTITY: 12 PACKS	Yes ( )	



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alcohol, 70% Ethanol (Ethyl Alcohol); at least 3.785 liters, colorless clear liquid; with tamper proof or shrink-wrapped cap	Yes ( )	
<b>QUANTITY: 4 GALLONS</b>	Yes ( )	
detergent powder, all-purpose, at least 1kg pack	Yes ( )	
<b>QUANTITY: 12 PACKS</b>	Yes ( )	
dishwashing sponge with scrubbing pad/double sided	Yes ( )	
<b>QUANTITY: 12 PIECES</b>	Yes ( )	
bleaching liquid	Yes ( )	
<b>QUANTITY: 3 GALLONS</b>	Yes ( )	
trash bag, plastic, black, XXL size, approx 37"x 40", at 10's/pack	Yes ( )	
<b>QUANTITY: 50 ROLLS/PACK</b>	Yes ( )	
trash bag, plastic, black, approx 18"x 18"size, at 10's/roll	Yes ( )	
<b>QUANTITY: 30 ROLLS/PACK</b>	Yes ( )	
tissue, interfolded, at least 175 sheets	Yes ( )	
<b>QUANTITY: 24 PACKS</b>	Yes ( )	
extension cord, 4 gang with individual switch, universal socket, at least 1.8m cord length	Yes ( )	
<b>QUANTITY: 3 PIECES</b>	Yes ( )	
<b>DELIVERY TERM:</b> 15 days from date of receipt of Purchase Order	Yes ( )	
<b>PAYMENT TERM:</b> Thirty (30) calendar days from the date of inspection and acceptance	Yes ( )	
<b>PLACE OF DELIVERY:</b> PITAHC Building, Central Office, Quezon City	Yes ( )	
BIDDER SHALL SUBMIT A <b>CERTIFICATE OF SATISFACTORY PERFORMANCE/COMPLETION</b> FOR THOSE WHO HAVE PREVIOUS CONTRACTS WITH PITAHC ONE (1) YEAR FROM THE DEADLINE OF SUBMISSION OF QUOTATION, IF APPLICABLE	Yes ( )	If no previous contract with PITAHC, check:  ( ) Not Applicable

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