



## REQUEST FOR QUOTATION

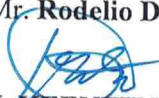
Date: 03 July 2025

Reference: RFQ CO-25-017SVP

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 **SEVEN HUNDRED SIXTY-SIX THOUSAND SEVEN HUNDRED TWENTY-NINE PESOS AND FORTY-FOUR CENTAVOS (PHP766,729.44)** inclusive of all applicable taxes and other charges;

PITAHC 2025 APP Ref	PR Number	Item Description
5020700000	25-06-0095	<b>PROCUREMENT OF SERVICE OF A TRAVEL AGENCY FOR THE AIRLINE TICKETS OF ASEAN DELEGATES</b>  (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 **08 July 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. ALMEÑA**  
Chairperson, PITAHC BAC



## OTHER TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Term: **Three (3) calendar days upon receipt of the complete list of the names of the delegates.**  
  
**Provision of round-trip economy class international air tickets for AMS delegates, including those from Timor-Leste, inclusive of applicable taxes, standard baggage allowance, rebooking fees, travel insurance, and other relevant travel-related charges at the time of purchase.**  
  
**In-transit support shall be provided, including real-time assistance with flight disruptions, baggage concerns, and travel document issues throughout the entire duration of the journey.**
3. Place of Delivery: **Sent through email of the delegates, copy furnished the EUU for tracking purposes**
4. Terms of Payment : **Send bill arrangement. Payment will be processed 10 working days upon receipt of SOA through PITAHC's standard disbursement procedures.**
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)
PROCUREMENT OF SERVICE OF A TRAVEL AGENCY FOR THE AIRLINE TICKETS OF ASEAN DELEGATES		

Bidder **'must'** state the **TOTAL 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: \_\_\_\_\_



## 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	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
PROCUREMENT OF SERVICE OF A TRAVEL AGENCY FOR THE AIRLINE TICKETS OF ASEAN DELEGATES  QUANTITY: ONE (1) LOT	Yes ( )	
PROVISION OF ROUND-TRIP INTERNATIONAL AIR TICKETS FOR AMS DELEGATES PLUS TIMOR-LESTE, INCLUDING TAXES, BAGGAGE ALLOWANCE, AND OTHER NECESSARY TRAVEL-RELATED FEES.	Yes ( )	
ROUND-TRIP ECONOMY CLASS INTERNATIONAL AIRLINE TICKETS FOR AMS DELEGATES FROM COUNTRY OF ORIGIN TO THE PHILIPPINES AND VICE VERSA DEPARTING ON AUGUST 13 AND RETURNING ON AUGUST 16.	Yes ( )	
COUNTRIES OF ORIGIN: 22 PAX  BRUNEI DARUSSALAM,  CAMBODIA,  LAOS,  INDONESIA,  MALAYSIA,	Yes ( )  Yes ( )  Yes ( )  Yes ( )  Yes ( )  Yes ( )	



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MYANMAR, THAILAND, SINGAPORE, VIETNAM, AND TIMOR LESTE	Yes ( ) Yes ( ) Yes ( ) Yes ( ) Yes ( )	
AIRPORT OF ORIGIN: COUNTRY CAPITAL AIRPORT	Yes ( )	
Brunei Darussalam (Begawan) - Pax: Two (2) pax	Yes ( )	
Cambodia (Siam Reap) - Pax: Two (2) pax	Yes ( )	
Laos (Vientiane) - Pax: Two (2) pax	Yes ( )	
Indonesia (Jakarta) - Pax: Two (2) pax	Yes ( )	
Malaysia (Kuala Lumpur) - Pax: Two (2) pax	Yes ( )	
Myanmar (Yangon) - Pax: Two (2) pax	Yes ( )	
Thailand (Bangkok) - Pax: Two (2) pax	Yes ( )	
Singapore - Pax: Two (2) pax	Yes ( )	
Vietnam (Saigon) - Pax: Two (2) pax	Yes ( )	
Timor Leste (Dili) - Pax: Two (2) pax	Yes ( )	
2 pax for Indonesia (ASEAN Sec)	Yes ( )	





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Number of participants per country: 2 pax each for  Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Thailand, Singapore, Vietnam & Timor Leste	Yes ( )  Yes ( )	
Travel insurance for each delegate	Yes ( )	
Agency service fees	Yes ( )	
<b>Delivery Term: Three (3) calendar days upon receipt of the complete list of the names of the delegates.</b>  Provision of round-trip economy class international air tickets for AMS delegates, including those from Timor-Leste, inclusive of applicable taxes, standard baggage allowance, rebooking fees, travel insurance, and other relevant travel-related charges at the time of purchase.  In-transit support shall be provided, including real-time assistance with flight disruptions, baggage concerns, and travel document issues throughout the entire duration of the journey.	Yes ( )  Yes ( )	
<b>Place of Delivery: Sent through email of the delegates, copy furnished the EUU for tracking purposes</b>	Yes ( )	
<b>Terms of Payment:</b>  (inclusive of VAT and other applicable taxes)	Yes ( )	
Send bill arrangement. Payment will be processed 10 working days upon receipt of SOA through PITAHC's standard disbursement procedures.	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 ( )	No ( )
		If no previous contract with PITAHC. Please Check: ( ) Not applicable

Conforme:

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

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

\_\_\_\_\_  
Date