



REQUEST FOR QUOTATION

Date: 10 October 2025


Reference: **RFQ CO-25-033SVP**

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 THIRTY-SEVEN THOUSAND SIX HUNDRED SIXTY-SEVEN PESOS (PHP137,667.00) inclusive of all applicable taxes and other charges;**

2.

PITAHC 2025 APP Ref	PR Number	Item Description
5020322001	25-09-0155	SUPPLY AND DELIVERY OF OFFICE/CONFERENCE CHAIRS <i>(See Technical Specifications for detailed requirements)</i>

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" and Implementing Rules and Regulations (IRR) of Republic Act No. 12009 or the New Government Procurement Act (NGPA).
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 **15 October 2025, 12:00 NOON.**
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: **Fifteen (15) working days from the date of receipt of Purchase Order**
3. Delivery Site: **PITAHC Central Office, East Avenue Medical Center Compound, Barangay Central, Quezon City**
4. Terms of Payment : **Thirty (30) calendar days from the date of inspection and acceptance of complete items.**
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)
SUPPLY AND DELIVERY OF OFFICE/CONFERENCE CHAIRS		
LOT 1 – OFFICE CHAIR		
LOT 2 – CONFERENCE CHAIR		

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: _____

Tax identification 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
SUPPLY AND DELIVERY OF OFFICE/CONFERENCE CHAIRS		
LOT 1 – OFFICE CHAIR	Yes ()	
QUANTITY: TWO (2) UNITS	Yes ()	
WITH HEADREST	Yes ()	
MESH OR POLYURETHANE UPHOLSTERY	Yes ()	
WITH ADJUSTABLE HEIGHT AND PREFERABLY HEIGHT-ADJUSTABLE ARMREST	Yes ()	
CHROME OR SIMILAR STURDY BASE	Yes ()	
APPROXIMATELY 600-610 MM (L) X 550-620 MM (W) X 1100-1220 MM (H) IN SIZE	Yes ()	
BLACK	Yes ()	
GOOD ERGONOMIC CUSHION	Yes ()	
WITH LUMBAR SUPPORT	Yes ()	
DELIVERY AND INSTALLATION/ ASSEMBLY INCLUDED (AS PER ATTACHED PHOTO)	Yes ()	
WARRANTY: TWELVE (12) MONTHS WARRANTY FROM THE DATE OF DELIVERY	Yes ()	
DELIVERY TERM: FIFTEEN (15) WORKING DAYS FROM THE DATE OF RECEIPT OF PURCHASE ORDER	Yes ()	
DELIVERY SITE:		



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



PITAHC CENTRAL OFFICE, EAST AVENUE MEDICAL CENTER COMPOUN BARANGAY CENTRAL, QUEZON CITY	Yes ()	
TERMS OF PAYMENT: WITHIN THIRTY (30) CALENDAR DAYS UPON ACCEPTANCE AND INSPECTION.	Yes ()	
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 ()	If no previous contract with PITAHC, check: () Not Applicable

Conforme:

Name and signature of the
Authorized Representative

Name of Company

Date



COMPLIANCE TO TECHNICAL SPECIFICATIONS

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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
SUPPLY AND DELIVERY OF OFFICE/CONFERENCE CHAIRS		
LOT 2 – CONFERENCE CHAIR	Yes ()	
QUANTITY: THIRTEEN (13) UNITS	Yes ()	
MID-BACK WITH SEGMENTED BACK CUSHION	Yes ()	
WITH ADJUSTABLE SEAT HEIGHT/GASLIFT	Yes ()	
WITH TILT MECHANISM	Yes ()	
SOFT-THREAD LEATHER UPHOLSTERY	Yes ()	
ALUMINUM FRAME AND STARBASE WITH CASTOR WHEELS	Yes ()	
APPROXIMATELY 47-55 CM (L) X 49-55 CM (D) X 92-110 CM (H) IN SIZE	Yes ()	
DELIVERY AND INSTALLATION/ ASSEMBLY INCLUDED (AS PER ATTACHED PHOTO)	Yes ()	
WARRANTY: TWELVE (12) MONTHS WARRANTY FROM THE DATE OF DELIVERY	Yes ()	
DELIVERY TERM: FIFTEEN (15) WORKING DAYS FROM THE DATE OF RECEIPT OF PURCHASE ORDER	Yes ()	
DELIVERY SITE: PITAHC CENTRAL OFFICE,	Yes ()	



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EAST AVENUE MEDICAL CENTER COMPOUND BARANGAY CENTRAL, QUEZON CITY		
TERMS OF PAYMENT: WITHIN THIRTY (30) CALENDAR DAYS UPON ACCEPTANCE AND INSPECTION.	Yes ()	
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 ()	If no previous contract with PITAHC, check: () Not Applicable

Conforme:

Name and signature of the
Authorized Representative

Name of Company

Date