



REQUEST FOR PROPOSAL

Date: 29 December 2021

Reference: **RFP CO-21-0032SVP**

1. The **Philippine Institute of Traditional and Alternative Health Care (PITAHC)** through its **Bids and Awards Committee (BAC)** invites interested bidders to submit a proposal, with the total Approved Budget for the Contract (ABC) in the total amount of **Fifty-Six Thousand Pesos Only (PhP56,000.00) inclusive of VAT** for the procurement of the item/s stated below:

PITAHC 2022 APP Ref	PR Number	Item Description
50604040	<i>Included in the National Expenditure Program</i>	SUPPLY, DELIVERY AND INSTALLATION OF ACCORDION WALL AT 5TH FLOOR MINI-THEATER ROOM (2ND REPOSTING) <i>(Please see Terms and Conditions)</i>

2. 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*”.
3. The proposal 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 **bacpitahc@gmail.com**. The proposal shall be received until **03 January 2022**.
4. 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 proposals, 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.
5. For any clarification, you may contact **Rodelio Mendez, Jr.** at telephone no. (02) 8376-3067

(Sgd.)

DR. FRANCIS VICENTE S. RAS
Chairperson, PITAHC BAC



TERMS AND CONDITIONS

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SUPPLY/INSTALLATION OF ACCORDION WALL AT 5TH FLOOR MINI-THEATER ROOM

I. INCLUSIONS

1. Supply and installation of Accordion Wall Partition; and
2. Provision of mechanisms and other connectors needed for the installation.

II. SPECIFICATIONS

Panels: Vinyl Laminate
Panel Connectors: Flexibly vinyl
Wheel: Nylon wheel on steel axle with ball bearings
Latch: Dead latch with thumb turn on both sides
Handle: Molded PVC with finger recess

Room length: 7.0 meters
Room height: 3.0 meters

III. APPROVED BUDGET

The approved budget for this procurement is **Fifty-Six Thousand Pesos (PHP 56,000.00)**.

IV. INSPECTION OF SITE

1. As part of the procurement requirement, the prospective Contractor shall conduct an initial site inspection to secure a **Certificate of Site Inspection**, which shall be issued by the PITAHC Project Engineer and shall be submitted as part of the technical proposal.
2. The prospective Contractor shall inspect the site premises to consider all the conditions that may directly or indirectly affect the works, measure any existing work, and verify all given dimensions.

V. PROTECTION OF WORK AND PROPERTY

The Contractor shall protect the work and property by:



1. Providing site protections, board up, and signs for the construction;
2. Replacing the work damaged due to failure to provide protection, without cost to PITAHC;
3. Leaving the premises clean, neat and orderly, and removing stains, spots, blemishes and other dirt from the finished work;
4. Ensuring that all materials are stacked in a stable and self-supporting manner;
5. Keeping all access ways including stairways and passageways free from obstructions and construction materials at all times; and
6. Taking due care to protect the existing structures which may be affected by the work to be implemented.

VI. SAFETY REQUIREMENTS

In order to ensure the safety of its personnel, the Contractor shall:

1. Ensure that the standard safety procedures, minimum public health standards prescribed by the Department of Health (DOH), and such related protocols or guidelines issued by the appropriate government agencies shall be applied and complied with; and
2. Ensure that the workers are in proper safety attire/uniform.

VII. PROHIBITIONS

The following are prohibited acts inside the PITAHC building, premises, work and storage areas for the duration of the project:

1. Smoking;
2. Drinking alcoholic beverages;
3. Using illegal drugs and other prohibited substances;
4. Gambling of any type;
5. Carrying items determined by PITAHC as "*deadly instruments*";
6. Sleeping in the project site;
7. Having meals and/or snacks within the project work areas; and

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8. Using the elevator unnecessarily except when transporting construction materials to the project areas or in case of emergency.

VIII. DELIVERY TERMS

Fifteen (15) calendar days from date of receipt of Purchase Order

IX. PAYMENT TERMS

Full payment shall be made within thirty (30) calendar days from the issuance of Certificate of Completion, and upon the submission of Request for Payment and other documentary requirements.



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 receipt of Purchase Order (P.O).
3. Delivery Site: **PITAHC CENTRAL OFFICE, East Avenue Medical Center Compound, Matapang St., Brgy. Central, Quezon City.**
4. Payment Term: Full payment shall be made within **Thirty (30) calendar days** from the issuance of Certificate of Completion, and upon the submission of Request for Payment and other documentary requirements.
5. Price proposal must be valid for a period of **thirty (30) calendar days** from the date of submission.
6. Price proposal to be denominated in **Philippine Peso**, include all taxes and duties and/or levies payable.
7. Proposals exceeding the ABC shall be automatically rejected.
8. The **award of contract** shall be made to the lowest calculated and responsive proposal which complied with the minimum technical specifications and other terms and conditions stated herein.
9. 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.
10. 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.
11. The bidder must **submit a copy** of the following documents, **together with the proposals**, to ensure that the said bidder is technically, legally and financially capable to undertake the proposed project:
 - Valid and current Mayor's/Business Permit
 - Business/Income Tax Return for CY 2019/2020
 - Notarized Omnibus Sworn Statement by the prospective bidder in the new prescribed form as per GPPB Resolution No. 16-2020
 - PHILGEPS Registration Number (*to be indicated in the Price Proposal Form*)



PRICE PROPOSAL 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 proposal for the item as follows:

Item No.	Item Description	Qty	UOM	Total Unit Price (in PhP)	Total Price (VAT inclusive) (in PhP)	Compliance to Technical Specification	
						Yes	No
	<p>Supply, Delivery and Installation of Accordion Wall Partition</p> <p>Specifications:</p> <ul style="list-style-type: none"> • Panels: Vinyl Laminate • Panel Connectors: Flexibly vinyl • Wheel: Nylon wheel on steel axle • With ball bearings • Latch: Dead latch with thumb turn on both sides • Handle: Molded PVC with finger Recess • Room Length: 7 • RoomHeight: 3 <p><u>Inclusions:</u></p> <ul style="list-style-type: none"> • Provision of mechanisms and other connectors needed for the installation 	L: 7 H: 3	Meters				

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: _____