



REQUEST FOR PROPOSAL

Date: **23 December 2021**

Reference: **RFP CO-21-0034SVP**

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 **Six Hundred Twenty-Four Thousand Five Hundred Eighty Pesos Only (PhP624,580.00) inclusive of VAT** for the procurement of the item/s stated below:

PITAHC 2021 APP Ref	PR Number	Item Description
5060404001 / 5021304000	21-06-0082	SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF VARIOUS REQUIREMENTS FOR THE PITAHC CENTRAL OFFICE LABORATORY (Per Lot Basis) Lot 1. Various Airconditioning Units – PhP 431,200.00 Lot 2. LED Lights & Exhaust Fan – PhP 125,730.00 Lot 3. Other Laboratory Requirements – PhP 67,650.00

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 **27 December 2021**.
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 **MR. RODELIO MENDEZ, JR.** at telephone no. (02) 8376-3067

(Sgd.)
DR. FRANCIS VICENTE S. RAS
Chairperson, PITAHC BAC



TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule: **Please refer to the Terms and Conditions Item X: Delivery Terms for each lot.**
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** after the date of final inspection and acceptance or issuance of Certificate of Completion.

For items that require installation, testing and commissioning, the submission of As-built Plans, Letter of Request for Payment, and other necessary attachments are required.

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 (PhP)**, 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*)



ANNEX “A”

TERMS AND CONDITIONS

SUPPLY, DELIVERY, INSTALLATION, TESTING, AND COMMISSIONING OF VARIOUS REQUIREMENTS FOR THE PITAHC CENTRAL OFFICE LABORATORY

I. BACKGROUND

In September 2012, the Governance Commission for Government-Owned and Controlled Corporations (GCG) re-classified the Philippine Institute of Traditional and Alternative Health Care (PITAHC) as a research institution. As such, PITAHC is mandated to encourage scientific research on and develop traditional and alternative health care that have direct impact on public health care.

In carrying-out its mandate, PITAHC through its Research and Development Division commissioned the Healthcare Practice and Policy Management, Inc. (HPPMI) as a technical consultant to conduct the feasibility study on the proposed PITAHC Central Office Laboratory towards enhanced research and development capacity on Traditional and Complementary Medicine (T&CM) in the country. Based on the submitted final report of HPPMI, the bidding for the construction of the PITAHC Central Office Laboratory was conducted, and the infrastructure project has been awarded.

In view of this, the fixture and equipment as well as the laboratory supplies for the Central Office laboratory have to be procured as these require to be systematically integrated to the construction of the laboratory. This Terms and Conditions provides the detailed information for the various requirements for the PITAHC Central Office Laboratory.

II. APPROVED BUDGET

The approved budget for this procurement is **Six Hundred Twenty-Four Thousand Five Hundred Eighty Pesos (PHP 624,580.00).**

III. GENERAL CONDITION

A. SUMMARY OF SERVICES

The Supplier/s is/are required to supply, deliver, install, test, and commission the items and facilities indicated in the following works:

LOT 1

1. Supply, Delivery, Installation, Testing, and Commissioning of 1.5 HP Split-Type Wall Mounted Air Conditioning Units; and
2. Supply, Delivery, Installation, Testing, and Commissioning of 2.0 HP Split-Type Wall Mounted Air Conditioning Units.



LOT 2

1. Supply Delivery, Installation, and Testing of 2x28W LED Louver Housing, Recessed Lighting Fixture;
2. Supply, Delivery, Installation, Testing, and Commissioning of Exhaust Fans with Ducting; and
3. Supply, Delivery, Installation, and Testing of LED Emergency Lights.

LOT 3

1. Supply, Delivery, Installation, Testing, and Commissioning of Smoke Detectors;
2. Supply and Delivery of Room Thermometers;
3. Supply and Delivery of Fire Extinguishers; and
4. Supply and Delivery of Waste Bins.

B. INSPECTION OF SITE

1. As part of the procurement requirement, the prospective Supplier/s shall conduct a site inspection and secure a **Certificate of Site Inspection**, which shall be issued by the PITAHC Project Engineer. The said certificate, which shall be submitted as part of the technical proposal, shall be issued specifically for the lot/s with items that require installation, testing, and commissioning.
2. The Winning Supplier/s 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 the given dimensions.

C. TECHNICAL SPECIFICATIONS PER LOT

LOT 1

- 1.1 Supply, Delivery, Installation, Testing, and Commissioning of 1.5 HP Split-Type Wall Mounted Air Conditioning Units:**

Specifications		
▪ Type	:	Inverter
▪ Power Supply	:	1Ph 230V – 60Hz
▪ Cooling Capacity	:	12,960 (3,312 – 14,760) KJ/hr
▪ Power Input	:	1080 (210 – 1,330) W
▪ Energy Efficiency	:	12.0 (15.8 – 11.1) KJ/W-hr



Ratio		
▪ Sound Level Low	:	23 dB(A)
▪ Refrigerant	:	R32
▪ Quantities and Identified Locations	:	HPLC Area – 2 units
	:	Proposed Positive Pressure Room – 2 units
▪ Warranty	:	Minimum of 1 year

1.2 Supply, Delivery, Installation, Testing, and Commissioning of 2.0 HP Split-Type Wall Mounted Air Conditioning Units:



Specifications		
▪ Type	:	Inverter
▪ Power Supply	:	1Ph 230V – 60Hz
▪ Cooling Capacity	:	16,560 (2,988 – 18,000) KJ/hr
▪ Power Input	:	1,425 (230 – 1,725) W
▪ Energy Efficiency Ratio	:	11.6 (13.0 – 10.4) KJ/W-hr
▪ Sound Level Low	:	24 dB(A)
▪ Refrigerant	:	R32
▪ Quantities and Identified Locations	:	Extraction Area – 2 units
	:	Central Laboratory – 3 units (The existing air conditioning units will be relocated.)
▪ Warranty	:	Minimum of 1 year



LOT 2

2.1 Supply Delivery, Installation, and Testing of 2x28W LED Louver Housing, Recessed Lighting Fixtures:

Specifications		
▪ No. of Lamp	:	2 pieces
▪ Material	:	Metal Sheet Housing
▪ Reflector	:	Mirrored Reflector
▪ Mounting	:	Recessed Mount
▪ Wiring Connection	:	Double End
▪ Light Compatible	:	T8 Tube Lights
▪ Quantities and	:	Extraction Area – 6 sets



Identified Locations	:	HPLC Area – 3 sets
	:	Central Laboratory – 8 sets
	:	Anteroom – 1 set
	:	Proposed Positive Pressure Room – 6 sets
	:	Storage Room – 3 sets
▪ Warranty	:	Minimum of 1 year

2.2 Supply, Delivery, Installation, Testing, and Commissioning of Exhaust Fans with Ducting

Specifications		
▪ Range	:	Airflow
▪ Operational Voltage	:	220 – 240 V
▪ IP Degree of Protection	:	To be determined, in coordination with Research and Development Division
▪ Power Consumption	:	>35 W
▪ Canopy Hood	:	Epoxy coated steel
	:	For the Atomic Absorption Spectrometer (AAS) and Fume Hood
▪ Quantities and Identified Locations	:	Extraction Area – 1 set
	:	HPLC Area – 1 set
	:	Central Laboratory – 1 set
▪ Warranty	:	Minimum of 1 year

2.3 Supply, Delivery, Installation, and Testing of LED Emergency Light

Specifications		
▪ Energy Efficiency Label	:	LED
▪ Performance Time	:	>6 hours
▪ Charging Time	:	<20 hours, with overcharge and discharge protection
▪ Power	:	220 – 240 V
▪ Wall Mounted		
▪ Warranty	:	Minimum of 1 year
▪ Quantities and Identified Locations	:	Extraction Area – 1 unit
	:	HPLC Area – 1 unit



	:	Central Laboratory - 1 unit
	:	Anteroom - 1 unit
	:	Proposed Positive Pressure Room - 1 unit
	:	Storage Room - 1 unit

LOT 3

3.1 Supply, Delivery, Installation, Testing, and Commissioning of Smoke Detectors

Specifications		
▪ Type	:	Battery Operated
▪ Alarm Volume	:	>84dB
▪ Operating Temperature	:	0° C - 50° C
▪ Addressable Detector	:	Detectors communicate within networked detection system
▪ Visual Alarm Indicator	:	LED
▪ Standard	:	LPCB certified
▪ Warranty	:	Minimum of 1 year
▪ Quantities and Identified Locations	:	Extraction Area - 2 sets
	:	HPLC Area - 2 sets
	:	Central Laboratory - 2 sets
	:	Anteroom - 1 set
	:	Proposed Positive Pressure Room - 2 sets
	:	Storage Room - 1 set

3.2 Supply and Delivery of Room Thermometers

Specifications		
▪ Accuracy	:	±2% RH and ±0.5° F, with manual calibration option
▪ Temperature Range	:	-58° F to 158° F (-50° C - 70° C)
▪ Display	:	Digital
▪ Humidity and Temperature Indicator		
▪ Warranty	:	Minimum of 1 year
▪ Quantities and	:	Extraction Area - 1 piece



Identified Locations	:	HPLC Area - 1 piece
	:	Central Laboratory - 1 piece
	:	Anteroom - 1 piece
	:	Proposed Positive Pressure Room - 1 piece
	:	Storage Room - 1 piece

3.3 Supply and Delivery of Fire Extinguishers

Specifications		
▪ Chemical Contents	:	Monoammonium Phosphate
▪ Class	:	ABC
▪ Capacity	:	>3 kg
▪ Test Pressure	:	>2.5 MPa
▪ Working Pressure	:	>1344 kPa at 28° C
▪ Discharge Range	:	3 meters
▪ Discharge Time	:	Less than 10 seconds
▪ Working Temperature	:	-20° C to +60° C
▪ Mounting Bracket included		
▪ Warranty	:	3 months
▪ Quantities and Identified Locations	:	Extraction Area - 1 piece
	:	HPLC Area - 1 piece
	:	Central Laboratory - 1 piece
	:	Anteroom - 1 piece
	:	Proposed Positive Pressure Room - 1 piece
	:	Storage Room - 1 piece

3.4 Supply and Delivery of Waste Bins

Specifications		
▪ Material	:	High Density Polyethylene
▪ Capacity	:	>80 liters
▪ Dimension	:	(Manufacturer's Standard)
▪ Color	:	To be determined, in accordance to the internal collection system
▪ Others	:	Tight lid to prevent spread of odor, bacteria



	:	With pedal system
	:	Wheels
▪ Quantities and Identified Locations	:	Anteroom - 2 pieces
	:	Storage Room - 3 pieces

D. PROTECTION OF WORK AND PROPERTY

For items that require installation, testing, and commissioning, the Supplier/s shall protect the work and property by:

1. Providing watchmen to guard the site and its premises throughout the duration of the project including during work suspension or time extensions;
2. Providing site protections, board up, and signs for the installation;
3. Replacing the work damaged due to failure to provide protection, without cost to PITAHC;
4. Leaving the premises clean, neat and orderly, and removing stains, spots, blemishes and other dirt from the finished work;
5. For the storage of materials:
 - a. Stacking of all tools and materials in a stable and self-supporting manner, and removing all nails and sharp objects on all reusable lumber before storage; and
 - b. Removing dust-producing materials from the project site as directed by PITAHC;
6. Keep all access ways including stairways and passageways, free from obstructions and installation materials at all times;
7. Taking due care to protect the existing structures which may be affected by the work to be implemented; and
8. Thoroughly cleaning the project site including all areas disturbed by installation, testing, and commissioning activities.

E. WORKMANSHIP

For items that require installation, testing, and commissioning, the Supplier/s shall protect the work and property by:

1. The workforce shall consist of skilled and competent workers who regularly engage or specialize in their respective fields of work (Must be in service or line of business for at least 3 years).



2. Workmanship at all phases of work shall be of the very best of trade. All installations shall conform to the provisions of the National Building Code of the Philippines (PD 1096), Electrical Engineering Law (RA 7920), Mechanical Engineering Law (RA 5336), Plumbing Code (RA 1378), Fire Code (RA 9514), and other laws covering ordinances and regulations.
3. Any additional expense incurred during installation must be shouldered by the Supplier/s. The Supplier/s shall include extra installation costs it may incur in their Price Bid Form.
4. Constant coordination between the Supplier/s and the PITAHC Project Engineer shall be ensured.

F. SAFETY REQUIREMENTS

In order to ensure the safety of its personnel, for items that require installation, testing, and commissioning, the Supplier/s 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;
2. Ensure that the workers are in proper safety attire/uniform and shall be worn at all times while in the building premises;
3. Ensure the safety of its personnel as well as the PITAHC personnel for the duration of the installation, and that first aid kits are available at the site;
4. In the event that a personnel/worker manifests any symptom of COVID-19, he/she shall be prohibited from entering the PITAHC building, and shall be replaced by another personnel/worker.

G. PROHIBITIONS

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

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

H. PROJECT COORDINATION AND SUPERVISION

For items that require installation, testing, and commissioning, the Supplier/s is/are responsible for:

1. Coordinating the various parts of the trades of work including any approved sub-contracted work; and
2. Employing competent professionals and laborers to oversee the installation work.

I. SUBMITTALS

The Supplier/s shall be required to submit:

1. A list of materials needed for installation, testing, and commissioning;
2. The catalogue or manual from the manufacturer and/or dealer, indicating the specifications of items installed, tested, and commissioned;
3. The following for approval by the PITAHC Project Engineer:
 - a) Shop drawings for all work requiring fabrication; and
 - b) Mock-ups of fabricated item.

IV. CLOSE-OUT

The Supplier/s shall submit as-built plans of items installed, tested, and commissioned, duly signed and sealed by the concerned trade professionals in three (3) sets of reproducible A3 size copies. The electronic copy of the as-built plans shall also be submitted.

V. LAYOUT, MARKINGS AND ELEVATIONS

For items that require installation, testing, and commissioning, the Supplier/s shall:

1. Indicate the layout of electrical, mechanical, ventilation, and plumbing connections; and



2. Establish floor and wall elevations with corresponding markings for approval by the PITAHC Project Engineer before any fabricated items are installed.

VI. FORMWORKS AND SCAFFOLDING

The Supplier/s shall supply and install sufficient forms, scaffoldings, bracings and staging, if applicable.

VII. ARCHITECTURAL WORKS

Whenever applicable, for items that require installation, testing, and commissioning, the Supplier/s is/are responsible for:

A. PAINTING WORKS

1. Painting of all surfaces – wood, plastered walls and soffits, cement boards – as indicated in the plans;
2. Application of skim coat to all masonry and concrete surfaces to be painted;
3. Application of two-coat red lead primer to all steel and metal surfaces;
4. Color selection of surfaces shall be approved by the PITAHC Project Engineer prior to painting; and
5. All painting works in accordance with the plans and specifications.

B. SPECIAL CONSTRUCTION

Construction of all steel and aluminum works in accordance with the best practices of the steel and aluminum industry.

VIII. ELECTRICAL, MECHANICAL, VENTILATION, AND PLUMBING WORKS

For items that require installation, testing, and commissioning, the Supplier/s shall:

1. Provide and tap the system conforming to the aforementioned provisions;
2. Follow the plans, specifications and scope of works to complete the project and render it to be operational;
3. Furnish and install other supporting materials and equipment deemed necessary to complete the project; and



4. Conduct testing and commissioning for the air-conditioning units, exhaust fans, and smoke detectors.

IX. CONSTRUCTION CLEARANCES

The Supplier/s shall secure from the PITAHC Project Engineer the following clearances prior to commencing the requisite work for items that require installation, testing, and commissioning:

1. Plumbing fixtures, accessory installation clearance - verification of location and adherence to design specifications of plumbing roughing-ins;
2. Electrical fixture, device, equipment installation clearance - verification of location and adherence to design specifications of electrical roughing-ins; and
3. Mechanical fixture, device, equipment installation clearance - verification of location and adherence to design specifications of mechanical roughing-ins.

X. DELIVERY TERMS

Lot Number and Scope of Works	Completion Schedule
<u>Lot 1</u> <ol style="list-style-type: none">1. Supply, Delivery, Installation, Testing, and Commissioning of 1.5 HP Split-Type Wall Mounted Air-Conditioning Units; and2. Supply, Delivery, Installation, Testing, and Commissioning of 1.5 HP Split-Type Wall Mounted Air-Conditioning Units	<p>Fifteen (15) working days from the date of receipt of Notice to Proceed.</p> <p>The Notice to Proceed shall be issued to the Supplier/s after the completion of the prerequisite construction works as determined by the PITAHC Project Engineer.</p>
<u>Lot 2</u> <ol style="list-style-type: none">1. Supply, Delivery, Installation, and Testing of 2X28W LED Louver Housing, Recessed Lighting Fixture;2. Supply, Delivery, Installation, Testing, and Commissioning of Exhaust Fans with Ducting; and3. Supply, Delivery, Installation, Testing, and of LED Emergency Lights	<p>Fifteen (15) working days from the date of receipt of Notice to Proceed.</p> <p>The Notice to Proceed shall be issued to the Supplier/s after the completion of the prerequisite construction works as determined by the PITAHC Project Engineer.</p>
<u>Lot 3</u> <ol style="list-style-type: none">1. Supply, Delivery, Installation, Testing, and Commissioning of Smoke Detectors;	<p>Fifteen (15) working days from the date of receipt of Notice to Proceed.</p>



2. Supply and Delivery of Room Thermometers; 3. Supply and Delivery of Fire Extinguishers; and 4. Supply and Delivery of Waste Bins	The Notice to Proceed shall be issued to the Supplier/s after the completion of the prerequisite construction works as determined by the PITAHC Project Engineer.
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XI. PAYMENT TERMS

100% full payment shall be made within thirty (30) calendar days after the date of Final Inspection and Acceptance or issuance of Certificate of Completion. For items that require installation, testing, and commissioning, the submission of As-built Plans, Letter of Request for Payment, and other necessary attachments is required.

XII. LIQUIDATED DAMAGES

If the Supplier/s refuse/s or fail/s to satisfactorily complete the work within the specified contract time, plus any extension time duly approved, the Supplier/s shall pay PITAHC for liquidated damages, and not by way of penalty, an amount equal to one-tenth (1/10) of the one percent (1%) of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the amount of the contract.

XIII. RESERVATION CLAUSE

PITAHC reserves the right to reject any and all bids, declare a failure of bidding, or not to award the contract at any time prior to awarding, in accordance with Section 41 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184, without incurring any liability to the affected bidders.



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:

Lot No.	Item Description	Qty	UOM	Total Unit Price (In PhP)	Total Price ¹ (VAT inclusive) (in PhP)	Compliance to Technical Specification as indicated in Annex “A”	
						Yes	No
1	Various Airconditioning Units – PhP 431,200.00						
	Supply, Delivery, Installation, Testing, and Commissioning of 1.5 HP Split-Type Wall Mounted Air Conditioning Units	4	Unit				
	Supply, Delivery, Installation, Testing, and Commissioning of 2.0 HP Split-Type Wall Mounted Air Conditioning Units:	5	Unit				
2	LED Lights & Exhaust Fan – PhP 125,730.00						
	Supply Delivery, Installation, and Testing of 2x28W LED Louver Housing, Recessed Lighting Fixtures	27	Set				
	Supply, Delivery, Installation, Testing, and Commissioning of Exhaust Fans with Ducting	3	Set				
	Supply, Delivery, Installation, and Testing of LED Emergency Light	6	Unit				
3	Other Laboratory Requirements – PhP 67,650.00						
	Supply, Delivery, Installation, Testing, and Commissioning of Smoke Detectors	10	Set				
	Supply and Delivery of Room Thermometers	6	Piece				
	Supply and Delivery of Fire Extinguishers	6	Piece				
	Supply and Delivery of Waste Bins	5	Piece				

Amount in Words:

Lot 1 _____
Lot 2 _____
Lot 3 _____

The above-quoted price is inclusive of **all costs** and applicable taxes.

¹ For those items with Installation Cost please include it in the Total Price of your Price Proposal



Very truly yours,

Signature : _____

Printed Name : _____

Date : _____

Company Name : _____

Contact Number : _____

PHILGEPS Registration Number: _____