



## REQUEST FOR PROPOSAL

Date: 06 April 2022

Reference: RFP CO-22-008SVP

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 for the procurement of the item stated below with the total Approved Budget for the Contract (ABC) amounting to **Fifty-Seven Thousand Seven Hundred Fifty Pesos (PhP57,750.00) inclusive of VAT**:

PITAHC 2022 APP Ref	PR Number	Item Description
50213040 01	22-02-0031	<b>COMPREHENSIVE PREVENTIVE REPAIR AND MAINTENANCE OF THE GENERATOR SET FOR PITAHC FOR CY 2022</b> <i>(Please see attached 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](mailto:bacpitahc@gmail.com). The proposal shall be received until **11 April 2022**.
4. 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:
  - a. Valid and current Mayor’s/Business Permit 2022
  - b. Notarized Omnibus Sworn Statement by the prospective bidder in the new prescribed form as per GPPB Resolution No. 16-2020
  - c. PHILGEPS Registration Number *(to be indicated in the Price Proposal Form)*
5. 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.
6. 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

### COMPREHENSIVE PREVENTIVE REPAIR AND MAINTENANCE OF THE GENERATOR SET OF THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE FOR CALENDAR YEAR 2022

#### I. BACKGROUND

In 2014, the Philippine Institute of Traditional and Alternative Health Care (PITAHC) bought its 60 kVA generator set. However, the project for its installation, mounting, connection to the Automatic Transfer Switch (ATS), and testing was only completed in late 2020.

In order to guarantee the operational lifespan of the generator set and to prevent any incident that may impede its continuous function, this Terms and Conditions calls for a Service Provider for the comprehensive preventive maintenance and repair of PITAHC's generator set.

#### II. OBJECTIVE

To avail the services of a Service Provider who is duly authorized and has the necessary expertise, experience, and capacity to maintain and repair, and/or replace the parts and/or accessories of, PITAHC's generator set.

#### III. SCOPE OF SERVICES

1. The Scope of Services shall cover the comprehensive preventive maintenance and repair of PITAHC's generator set, including:
  - 1.1 The supply of all labor, materials, equipment, and technical expertise as well as all the operations necessary for its preventive maintenance services;
  - 1.2 The supply of labor, equipment, and technical expertise for any needed/identified repair, including the installation and testing of all consumables, parts, and/or accessories for replacement; and
  - 1.3 In case/s of repair wherein consumables, parts, and/or accessories have to be replaced, the Service Provider shall submit a list of, and a formal quotation for, the materials needed to conduct such repair, and this shall be subject to PITAHC's review and approval.
2. ***General Scope of Services for the Preventive Maintenance***
  - 2.1 Inspect, check, and test the generator set, including but not limited to the following:
    - 2.1.1 engine, generator, fuel tank, and cooling system for leakage;
    - 2.1.2 proper operation of the transfer switch;
    - 2.1.3 air filters;
    - 2.1.4 all the mechanical and electrical connections;
    - 2.1.5 electrical connections for tightness and evidence of corrosion;
    - 2.1.6 oil and fuel filter for contamination, replace if necessary;



- 2.1.7 all the battery cells for electrolyte fill level;
  - 2.1.8 terminal connections of the batteries;
  - 2.1.9 fan belts for correct tension and wear, and adjust as necessary;
  - 2.1.10 control panel settings;
  - 2.1.11 the generator set is ready for automatic start-up; and
  - 2.1.12 correct operation of all auxiliary equipment.
- 2.2 Correct all the defects found during inspection and testing that will not require the replacement of any damaged/impaired consumable, part, and/or accessory. In case a consumable, part, and/or accessory needs to be replaced, the Service Provider shall submit a list of, and a formal quotation for, the materials needed to conduct such repair.
  - 2.3 Record all inspection, testing and corrective actions, and submit all the required reports to PITAHC.

### 3. *Technical Support Services*

- 3.1 All throughout the contract period, the Service Provider shall be available to respond to all queries on various issues related to the generator set as well as to requests that require urgent support.
- 3.2 Technical support shall be provided in situations that require the presence of the Service Provider's technical personnel, especially if urgently needed to perform repair and maintenance services to the generator set.
- 3.3 The Service Provider shall ensure the prompt submission of all the required service reports and accomplishment reports for review and reference of PITAHC.

### 4. *Special Provisions*

- 4.1 The Service Provider shall ensure that the implementation of the contract will not, in any way, cause any disruption/disturbance in the operations of PITAHC.
- 4.2 During the implementation of the contract, the Service Provider shall ensure that no chemicals, materials, and equipment will endanger the safety and health of anyone within the PITAHC building and premises.
- 4.3 The Service Provider shall be fully responsible and liable for any injury to anyone within the PITAHC building and premises, and for any damage, loss or destruction of any property and/or installation of PITAHC, when such injury, damage, loss and destruction shall be due to the fault and negligence of the Service Provider.

## IV. CONTRACT PERIOD

The **contract period** shall be for **nine (9) months**, and shall commence **upon the Service Provider's receipt of the Notice to Proceed**. During this period, the Service Provider shall conduct at three (3) preventive maintenance services, aside from any emergency and/or unscheduled repair services needed, as determined by PITAHC or the Service Provider.

In the event that the Service Provider fails to comply with the schedule of the comprehensive preventive maintenance of the generator set due to any cause beyond its reasonable control, a month-to-month extension shall be automatically applied to the contract period, without the need to execute an Extension Contract and at no additional cost to PITAHC.



## **V. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) is **Fifty-Seven Thousand Seven Hundred Fifty Pesos (PHP 57,750.00)**.

## **VI. DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER**

1. Ensure that the Scope of Services is conducted and completed based on the submitted and approved schedule.
2. Assign trained and qualified technical personnel for the provision of repair and maintenance services.
3. Coordinate with PITAHC regarding the execution of the Purchase Order, and obtain PITAHC's approval for any pertinent detail concerning the services to be rendered.
4. Ensure that all the materials, tools and equipment that will be used shall be of the required quality used in good commercial trade practice and shall essentially be the standard products of reputable manufacturers.
5. Ensure that all its technical personnel will comply with the wearing of appropriate company uniform and ID.
6. Provide its technical personnel with the appropriate personal protective equipment.
7. Ensure that all its technical personnel will abide by PITAHC's safety procedures and protocols, including the wearing of face mask and face shield.
8. Clean the work area and any other space that will be affected by the repair and maintenance services.
9. Turn-over to PITAHC all the waste materials that will be generated from any repair activity.

## **VII. TERMS OF PAYMENT**

For every completed preventive maintenance service and/or repair service based on the submitted and approved schedule, PITAHC shall pay the Service Provider upon:

1. Completion of the services rendered;
2. Inspection and acceptance by PITAHC of the completed maintenance and/or repair services; and
3. Submission by the Service Provider of the billing statement, corresponding service and accomplishment reports, and other documentary requirements.

## **VIII. QUALIFICATIONS OF THE SERVICE PROVIDER**

Aside from the eligibility requirements as provided in the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, the Service Provider must possess the following necessary qualifications:

1. With at least three (3) years' experience in providing comprehensive repair and maintenance services of the generator set in the government/public and/or private sectors; and
2. With fully-trained technical personnel who are equipped in providing the comprehensive services, specifically for the repair and maintenance of PITAHC's generator set.



## **IX. OTHER DOCUMENTARY REQUIREMENTS**

The following documents must be submitted by the interested Service Provider:

1. List of completed and ongoing projects
2. List of technical personnel with their Curriculum Vitae and Professional License, if applicable



## **OTHER TERMS AND CONDITIONS**

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule: **Per Item IV of the Terms and Conditions**
3. Delivery Site: **PITAHC Bldg., Matapang St., East Avenue Medical Center Compound, Brgy. Central, Quezon City**
4. Payment Term : **Per Item VII of the Terms and Conditions**
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.





## 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 Description	Qty	UOM	Total Price (in PhP)	Total Price (VAT inclusive) (in PhP)	Statement of Compliance	
					Yes	No
<b>COMPREHENSIVE PREVENTIVE REPAIR AND MAINTENANCE OF THE GENERATOR SET FOR PTAHC FOR CY 2022</b>  <i>(In accordance with Terms and Conditions)</i>	1	Lot				
<i>Other Terms and Conditions</i>						

Amount in Words: \_\_\_\_\_

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: \_\_\_\_\_