



REQUEST FOR PROPOSAL

Date: 06 May 2022

Reference: RFP CO-22-011SVP

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 an Approved Budget for the Contract (ABC) amounting to **Eighty-Seven Thousand Pesos (PhP87,000.00) inclusive of VAT**:

2.

PITAHC 2022 APP Ref	PR Number	Item Description
5021305001	2022-04- 0052	REPAIR OF SEVEN (7) EXISTING AIR CONDITIONING UNITS OF THE PITAHC (See the Terms and Conditions for details)

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 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 **11 May 2022**.
5. 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; and
 - c. PHILGEPS Registration Number (*to be indicated in the Price Proposal 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 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.
7. 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

REPAIR OF SEVEN (7) EXISTING AIRCONDITIONING UNITS OF THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE (PITAHC)

I. INCLUSIONS

1. Akapulko Room (2 HP split-type)

- 1.1 Reinsulation of pipes
- 1.2 Adjustment of drainage line
- 1.3 Testing and Commissioning

2. Lagundi Room (3TR)

- 2.1 Reinsulation of pipes
- 2.2 Adjustment of drainage line
- 2.3 Testing and Commissioning

3. Labanos Room (2 HP split-type)

- 3.1 Realignment of evaporator unit
- 3.2 Pressure/leak testing of refrigerant pipe
- 3.3 Charging of Freon
- 3.4 Vacuum of refrigerant system
- 3.5 Testing and commissioning

4. Bayabas Room (2 HP split-type)

- 4.1 Realignment of evaporator unit
- 4.2 Pressure/leak testing of refrigerant pipe
- 4.3 Charging of Freon
- 4.4 Vacuum of refrigerant system
- 4.5 Testing and commissioning

5. ICT Room (2 units, 2 HP split-type)

1st unit

- 5.1 Reinsulation of pipes
- 5.2 Testing and commissioning

2nd unit

- 5.3 Pressure/leak testing of refrigerant pipe
- 5.4 Vacuum of refrigerant system
- 5.5 Charging of Freon
- 5.6 Testing and commissioning

6. Office of the Director General (3TR)

- 6.1 Replacement of new fan motor
- 6.2 Testing and Commissioning



II. SCOPE OF SERVICES

1. The Scope of Services shall cover the repair of PITAHC's airconditioning units, including:
 - 1.1 The supply of all labor, materials, equipment, and technical expertise as well as all the operations necessary;
 - 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 Record all repair, testing and commissioning works, and submit all the required service reports to PITAHC.
2. Special Provisions
 - 2.1 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.
 - 2.2 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.
 - 2.3 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.

III. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **Eighty-Seven Thousand Pesos (PHP 87,000.00)**.

IV. DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER

1. Ensure that the Scope of Services is conducted and completed based on the approved schedule.
2. Assign trained and qualified technical personnel for the provision of repair 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.

V. TERMS OF PAYMENT

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

VI. DELIVERY PERIOD

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



OTHER TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule: **Refer to the Item VI of the Terms and Conditions**
3. Delivery Site: **Central Office, PITAHC Bldg. Matapang St. East Avenue Medical Center Compound, Brgy. Central, Quezon City**
4. Payment Term: **Refer to the Item V 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 (PhP)**, include all taxes and duties and/or levies payable.
7. Proposals exceeding the ABC per lot shall be automatically rejected.
8. The **award of contract** shall be made to the lowest calculated and responsive proposal per lot, 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)	Compliance to Technical Specification	
					Yes	No
REPAIR OF SEVEN (7) EXISTING AIR CONDITIONING UNITS OF THE PITAHC <i>(Based on Terms and Conditions)</i>	1	Package				
<u>Other Terms and Conditions</u>						

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: _____