



REQUEST FOR PROPOSAL

Date: 28 July 2022

Reference: **RFP CO-22-020SVP**

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 total Approved Budget for the Contract (ABC) amounting to **One Hundred Twenty-Two Thousand Five Hundred Seventy-One Pesos and 19/100 (PhP122,571.19) inclusive of VAT**:

PITAHC 2022 APP Ref	PR Number	Item Description
50213040 01	2022-05-0074	IMPROVEMENT OF VARIOUS FACILITIES IN THE PITAHC BUILDING (Per Lot Basis) <i>Lot 1: Construction of Storage Room for the Standards and Accreditation Division – PhP91,835.25</i> <i>Lot 2: Restructure of Cashier Area at Ground Floor – PhP30,735.94</i> <i>(See the attached Scope of Works “ANNEX A,” Bill of Quantities as to Technical Specifications “ANNEX B,” and Drawing/Plan “ANNEX C”)</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 **3 August 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. PCAB License (At least Small A Category)
 - c. Notarized Omnibus Sworn Statement by the prospective bidder in the new prescribed form as per GPPB Resolution No. 16-2020; and
 - d. 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

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule:
Lot 1: Thirty (30) working days from receipt of NTP
Lot 2: Fifteen (15) working days from receipt of NTP
3. Delivery Site: **PITAHC Central Office, Matapang St. Brgy. Central, Quezon City**
4. Payment Term: within **thirty (30) calendar days** after issuance of Certificate of Completion
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. As part of the submission aside from Item No. 4 of the RFP and the Price Proposal Form, **bidder shall submit a Certificate of Satisfactory Completion/Performance to be issued by the End-User Unit for those who have previous contracts with PITAHC**, if applicable.
9. 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.
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 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.



ANNEX "A"

SCOPE OF WORKS IMPROVEMENT OF VARIOUS FACILITIES IN THE PITAHC BUILDING

I. GENERAL WORKS

A. SUMMARY OF WORKS

The Project covers the following works:

1. Construction of Storage Room for the Standards and Accreditation Division

- 1.1. Construction of Interior Drywall Partitions;
- 1.2. Installation of Tubular Framing;
- 1.3. Installation of Gypsum Boards;
- 1.4. Installation of Door with Jamb and Hinges; and
- 1.5. Painting Works.

2. Restructure of partition of Cashier Area at Ground Floor

- 2.1 Cutting of existing partition
- 2.2 Installation of bottom plate
- 2.3 Restructure of partition and door

B. WORKMANSHIP

1. The work force shall consist of skilled and competent workers who regularly engage or specialize in their respective fields of work;
2. Workmanship at all phases of work shall be of the very best of trade; and
3. Constant coordination with the PITAHC representative/s shall be ensured.

C. 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 PITAHC 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.

D. PROTECTION OF WORK AND PROPERTY

The Contractor 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. 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. For the storage of materials:
 - a. Stacking of all tools and materials in a stable and self-supporting manner; and



- b. Storing of steel materials in orderly piles away from walkways and roadways;
5. Keeping all access ways including stairways and passageways free from obstructions and construction materials at all times;
6. Taking due care to protect the existing structures which may be affected by the work to be implemented; and
7. Thorough cleaning of the project site including all areas disturbed by construction activities.

E. SAFETY REQUIREMENTS

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;
2. Ensure that the workers are in proper safety attire/uniform; and
3. Ensure that first aid kits are available at the site.

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

G. PROJECT COORDINATION AND SUPERVISION

The Contractor is 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 construction work.

H. SUBMITTALS

The Contractor shall be required to:

1. Submit a list of materials and finishes sample;
2. Seek the approval of PITAHC for the following:
 - a. Materials for installation;
 - b. Shop drawings for all work requiring fabrication; and



- c. Materials/finishing samples specified with corresponding information as to the color, size, make and other pertinent data as outlined in the Technical Specifications. Materials/Finishes which are not approved should not be installed.

II. LAYOUT, MARKINGS AND ELEVATIONS

The Contractor, if applicable, shall:

1. Indicate the layout of architectural walls; and
2. Establish floor elevations with corresponding markings for approval by PITAHC before any permanent structure is constructed.

III. ARCHITECTURAL WORKS

A. PAINTING WORKS

1. Painting of all surfaces – wood, plastered walls, cement boards – as indicated in the plans;
2. Application of skim coat to all masonry 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 PITAHC prior to painting; and
5. All painting works shall be done in accordance with the plans and specifications.

B. SPECIAL CONSTRUCTION

All steel and aluminum works shall be applied in this project in accordance with the best practices in the steel and aluminum industry.

IV. PAYMENT TERM

Thirty (30) days from date of issuance of Certificate of Completion.



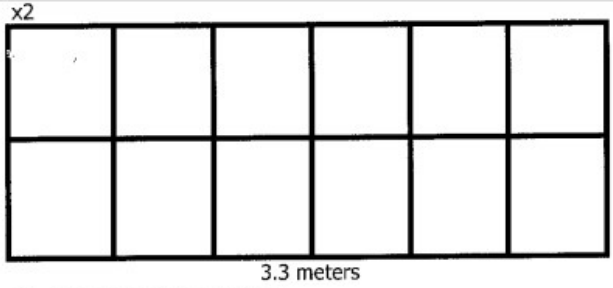
ANNEX "B"

BILL OF QUANTITIES (INCLUDING THE TECHNICAL SPECIFICATIONS)

Bill of Quantities							
Item	Description	Unit	Quantity	Materials		Labor	Sub-Total
				Unit Price	Cost	Unit Cost	
Construction of Storage Room for the Standards and Accreditation Division							
1.0	Total Linear Meter						
	=3.50 m (L) + 3.50 m (L) + 2.50 m (W)						
	= 9.50 meters						
2.0	Area						
	= 9.50 meters x 2.0 m (H) x 2						
	=39.0 square meters						
3.0	Materials						
3.1	4' x 8' Gypsum Board	pcs	15.0				
3.2	Joint Compound	gal	4.0				
3.3	Joint/Mesh Tape	roll	4.0				
3.4	Drywall Screws	box	4.0				
3.5	Rectangular Steel Pipe 2" x 4" x 6m	pcs	17.0				
3.6	Welding Rods	kgs	6.0				
3.7	Paint Primer	gal	5.0				
3.8	Paint Topcoat	gal	6.0				
3.9	Wood Flush Door	set	1.0				
4.0	Labor						
4.1	Manhours	hrs	240.0				
Restructure of Cashier Area at Ground Floor							
1.0	Materials						
	U-channel Steel Bar 100 mm x 50 mm x 1.5 mm x 6.0 meters	pcs	2.0				
	Screws applicable for steel bar	box	1.0				
2.0	Labor						
	Cutting of existing partition (bottom)	hrs	64.0				
	Installation of new tracks using U-channel Steel Bar	hrs	48.0				
	Restructure of partition and door	hrs	64.0				
	Manhours (Total)		176.0				

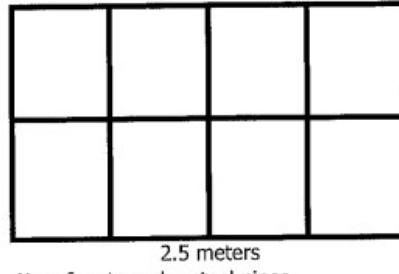
ANNEX “C” DRAWINGS / PLAN

Lot 1: Construction of Storage Room for the Standards and Accreditation Division



No. of rectangular steel pipes
Vertical = 7 pieces x 1.75 meters / 6.0 m market length
= 2.04 pcs round up to 3
Horizontal = 3 pieces x 3.3 meters / 6.0 market length
= 1.65 pcs round up to 2

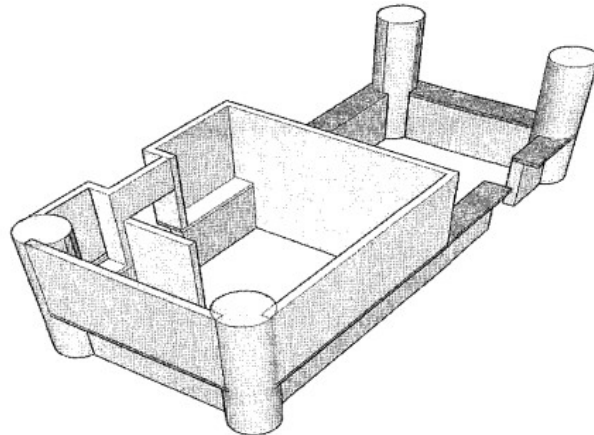
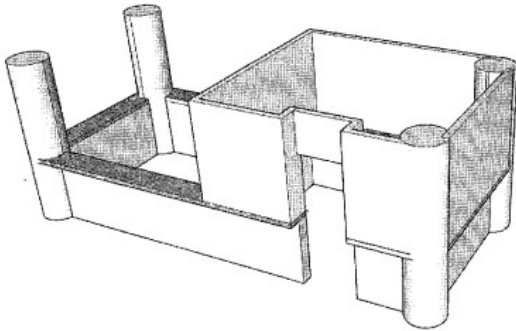
Total no. of rectangular steel pipes
Vertical = 3x2
= 6 pcs
Horizontal = 2x2
= 4 pcs



No. of rectangular steel pipes
Vertical = 5 pieces x 1.75 meters / 6.0 m market length
= 1.45 pcs round up to 2
Horizontal = 3 pieces x 2.5 meters / 6.0 market length
= 1.25 pcs round up to 2

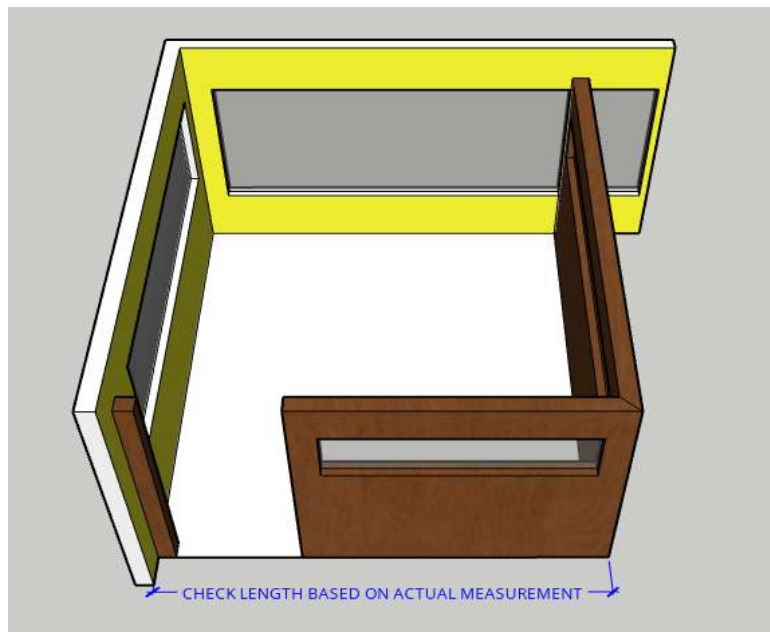
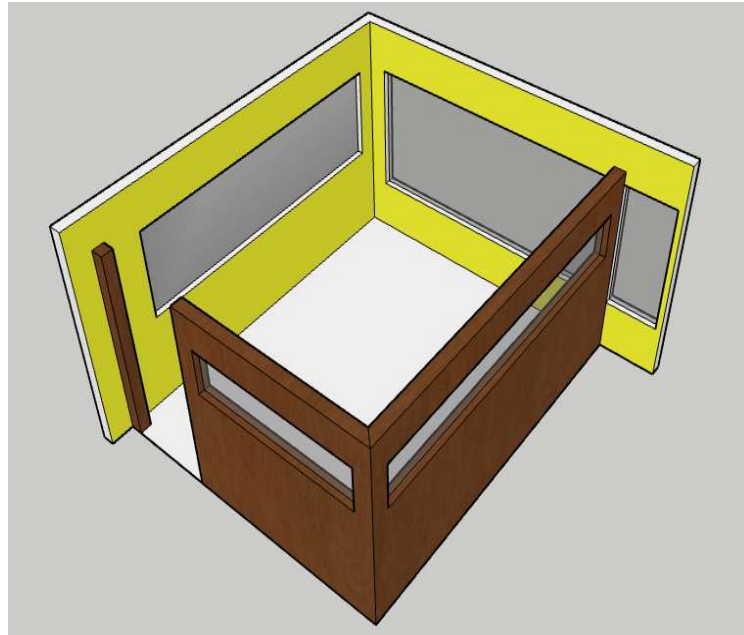
Total no. of rectangular steel pipes
Vertical = 2 pcs
Horizontal = 2 pcs

STORAGE ROOM FOR STANDARDS AND ACCREDITATION DIVISION	
TOTAL LINEAR METER	= 3.3 M (L) + 3.3 M (L) + 2.5 M (W) = 9.1
AREA	= 9.1 M x 1.75 M (H) = 15.925 / 16.0 SQM = 173 FT





Lot 2: Partition for Cashier Room





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	Item Description	Qty	UO M	Total Price (in PhP)	Total Price (VAT inclusive) (in PhP)	Compliance to Technical Specification	
						Yes	No
1	IMPROVEMENT OF VARIOUS FACILITIES IN THE PITAHC BUILDING <i>Construction of Storage Room for the Standards and Accreditation Division – PhP91,835.25</i> <i>Construction of Interior Drywall Partitions</i> a. Installation of Tubular Partitions b. Installation of Gypsum Boards c. Installation of Door with Jamb and Hinges d. Painting Works	1	Lot				
2	Restructure of Cashier Area at Ground Floor – PhP30,735.94 1. Cutting of existing partition 2. Installation of bottom plate 3. Restructure of partition and door	1	Lot				
3	Other Requirements stated in the Scope of Works Improvement of Various Facilities in the PITAHC BUILDING						

Amount in Words: Lot 1 _____

Amount in Words: 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: _____