



## REQUEST FOR PROPOSAL

Date: 25 August 2022

Reference: RFP CO-22-022SVP

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 items stated below with the total Approved Budget for the Contract (ABC) amounting to Six Hundred Forty-Three Thousand Seven Hundred Twenty-Three Pesos (PhP643,723.00) inclusive of VAT and other applicable taxes:

2.

PITAHC 2022 APP Ref	PR Number	Item Description
5060404001 / 5021304000	22-08- 0124	PROCUREMENT OF VARIOUS LABORATORY FIXTURES UNDER RENOVATION AND INTERIOR FIT-OUT OF PITAHC LABORATORY  <i>(See Annex "A" as to the Terms and Conditions)</i>

Lot No.	Item Description	Total ABC per Lot (PhP)
1	Supply, Delivery, Installation, Testing, and Commissioning of 1.5 HP Split-Type, Inverter, Wall Mounted Air Conditioning Units <i>(In door)</i>	300,080.00
2	Supply, Delivery, Installation, Testing, and Commissioning of 2.0 HP Split-Type Wall Mounted Air Conditioning Units <i>(In door)</i>	140,000.00
3	Supply Delivery, Installation, and Testing of 2x28W LED Louver Housing, Recessed Lighting Fixture	94,743.00
4	Supply, Delivery, Installation, Testing, and Commissioning of Exhaust Fans with Ducting	29,040.00
5	Supply, Delivery, Installation, and Testing of LED Emergency Light	14,520.00
6	Supply, Delivery, Installation, Testing, and Commissioning of Smoke Detectors	21,780.00
7	Supply and Delivery of Room Thermometers	18,150.00
8	Supply and Delivery of Fire Extinguishers	25,410.00

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](mailto:bacpitahc@gmail.com). The proposal shall be received until 31 August 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
  - c. Income/Business Tax Returns 2020/2021 (applicable for total Quoted Price's above 500k)
  - d. 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*



## ANNEX "A" TECHNICAL SPECIFICATIONS

### FOR THE PROCUREMENT OF VARIOUS RESEARCH AND DEVELOPMENT DIVISION LABORATORY FIXTURES Total Approved Budget for the Contract (ABC): PhP 643,723.00

<b>LOT 1. Supply, Delivery, Installation, Testing, and Commissioning of 1.5 HP Split-Type, Inverter, Wall Mounted Air Conditioning Units (<i>In door</i>)</b>
<b>ABC: PhP 300,080.00</b>
<b>Quantity: Five (5) Units</b> <b>Type: Inverter</b> <b>Power Supply: 1Ph 230V- 60Hz</b> <b>Cooling Capacity: 12,960 (3,312 – 14,760) KJ/hr</b> <b>Power Input: 1080 (210 – 1,330) W</b> <b>Energy Efficiency Ratio: 12.0 (15.8 – 11.1) KJ/W-hr</b> <b>Sound Level Low: 23 dB(A)</b> <b>Unit Dimension (WxDxH): 798 X 240 X 293 mm</b> <b>Unit Weight: 9-10 kgs</b> <b>Refrigerant: R32</b> <b>Identified Location:</b> 2 units -HPLC Area 2 units -Proposed Positive Pressure Room 1 unit -Storage Area <b>Warranty: Minimum of 1 year</b>
<b>LOT 2. Supply, Delivery, Installation, Testing, and Commissioning of 2.0 HP Split-Type Wall Mounted Air Conditioning Units (<i>In door</i>)</b>
<b>ABC: PhP 140,000.00</b>
<b>Quantity: Two (2) pieces</b> <b>Type: Inverter</b> <b>Power Supply: 1Ph 230V- 60Hz</b> <b>Cooling Capacity: 16,560 (2,988 – 18,000) KJ/hr</b> <b>Power Input: 1,425 (230 – 1,725) W</b> <b>Energy Efficiency Ratio: 11.6 (13.0 – 10.4) KJ/W-hr</b> <b>Sound Level Low: 24 dB(A)</b> <b>Unit Dimension (WxDxH): 798 x 240 x 293 mm</b> <b>Unit Weight: 9-10 kgs.</b> <b>Refrigerant: R32</b> <b>Identified Location: 2 units - Extraction Area</b> <b>Warranty: Minimum of 1 year</b>
<b>LOT 3. Supply Delivery, Installation, and Testing of 2x28W LED Louver Housing, Recessed Lighting Fixture</b>
<b>ABC: Php 94,743.00</b>
<b>Quantity: Twenty-seven (27) sets</b>



<p><b>No. of Lamp:</b> 2 pieces <b>Material:</b> Metal Sheet Housing <b>Reflector:</b> Mirrored Reflector <b>Mounting:</b> Recessed Mount <b>Wiring Connection:</b> Double End <b>Light Compatible:</b> T8 Tube Lights <b>Identified Locations:</b> 6 sets -Extraction Area 3 sets -HPLC Area 8 sets -Central Laboratory 1 set -Anteroom 6 sets -Proposed Positive Pressure Room 3 sets – Storage Room <b>Warranty:</b> Minimum of 1 year</p>
<p><b>LOT 4. Supply, Delivery, Installation, Testing, and Commissioning of Exhaust Fans with Ducting</b></p>
<p><b>ABC: PhP 29,040.00</b></p>
<p><b>Quantity:</b> Three (3) sets <b>Range:</b> Airflow <b>Operational Voltage:</b> 220 – 240 V <b>IP Degree of Protection:</b> To be determined, in coordination with Research and Development Division <b>Power Consumption:</b> &gt;35 W <b>Canopy Hood:</b><ul style="list-style-type: none"><li>• Epoxy coated steel</li><li>• For the Atomic Absorption Spectrometer (AAS) and Fume Hood</li></ul><b>Identified Locations:</b> 1 set - Extraction Area 1 set - HPLC Area 1 set - Central Laboratory <b>Warranty:</b> Minimum of 1 year</p>
<p><b>LOT 5. Supply, Delivery, Installation, and Testing of LED Emergency Light</b></p>
<p><b>ABC: PhP 14,520.00</b></p>
<p><b>Quantity:</b> Six (6) Units <b>Energy Efficiency Label:</b> LED <b>Performance Time:</b> &gt;6 hours <b>Charging Time:</b> &lt;20 hours, with overcharge and discharge protection <b>Power:</b> 220 – 240 V <b>Wall Mounted:</b> Yes <b>Warranty:</b> Minimum of 1 year <b>Identified Locations:</b> 1 unit - Extraction Area 1 unit - HPLC Area 1 unit -Central Laboratory 1 unit - Anteroom 1 unit - Proposed Positive Pressure Room 1 unit - Storage Room</p>
<p><b>LOT 6. Supply, Delivery, Installation, Testing, and Commissioning of Smoke Detectors</b></p>



<b>ABC: PhP 21,780.00</b>
<b>Quantity: Ten (10) sets</b> <b>Type: Battery Operated</b> <b>Alarm Volume: &gt;84dB</b> <b>Operating Temperature: 0° C - 50° C</b> <b>Addressable Detector: Detectors communicate within networked detection system</b> <b>Visual Alarm Indicator: LED</b> <b>Standard: LPCB certified</b> <b>Warranty: Minimum of 1 year</b> <b>Identified Locations:</b> <ul style="list-style-type: none"><li>2 sets - Extraction Area</li><li>2 sets - HPLC Area</li><li>2 sets - Central Laboratory</li><li>1 set - Anteroom</li><li>2 sets - Proposed Positive Pressure Room</li><li>1 set - Storage Room</li></ul>
<b>LOT 7. Supply and Delivery of Room Thermometers</b>
<b>ABC: PhP 18,150.00</b>
<b>Quantity: Six (6) pieces</b> <b>Accuracy: ±2% RH and ±0.5° F, with manual calibration option</b> <b>Temperature Range: -58° F to 158° F (-50° C – 70° C)</b> <b>Display: Digital</b> <b>Humidity and Temperature Indicator: with</b> <b>Warranty: Minimum of 1 year</b> <b>Identified Locations:</b> <ul style="list-style-type: none"><li>1 piece – Extraction Area</li><li>1 piece – HPLC Area</li><li>1 piece – Central Laboratory</li><li>1 piece – Anteroom</li><li>1 piece – Proposed Positive Pressure Room</li><li>1 piece – Storage Room</li></ul>
<b>LOT 8. Supply and Delivery of Fire Extinguishers</b>
<b>ABC: PhP 25,410.00</b>



**Quantity: Six (6) pieces**

**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

**Identified Locations:**

1 piece – Extraction Area

1 piece – HPLC

1 piece – Central Laboratory

1 piece – Anteroom

1 piece – Proposed Positive Pressure Room

1 piece – Storage Room



**TERMS AND CONDITIONS  
FOR THE PROCUREMENT OF VARIOUS  
RESEARCH AND DEVELOPMENT DIVISION LABORATORY FIXTURES**

**I. SITE INSPECTION**

1. The prospective Supplier(s) shall conduct a site inspection and secure a Certificate of Site Inspection, which shall be issued by the PITAHC End-user. 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 affects the works, measure any existing work, and verify all the given dimensions.

**II. INSTALLATION, TESTING, AND COMMISSIONING WORKS (*Applicable only for Lots 1-6*)**

For items that require installation, testing, and commissioning, the Winning Supplier(s) shall:

1. Provide watchmen to guard the site and its premises throughout the duration of the project including during work suspension or time extensions;
2. Provide site protections, board up, and signs for the installation;
3. Replace the work damaged due to failure to provide protection, without cost to PITAHC;
4. Leave the premises clean, neat and orderly, and remove stains, spots, blemishes and other dirt from the finished work;
5. Ensure proper storage of materials by:
  - 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;
8. Thoroughly cleaning the project site including all areas disturbed by installation, testing, and commissioning activities;
9. Ensure that 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*);
10. Ensure that 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;
11. 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;
12. Constantly coordinate between the PITAHC End-user to ensure conformity of the requirements;
13. 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;

14. Ensure that the workers are in proper safety attire/uniform and shall be worn at all times while in the building premises;
15. 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;
16. 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;
17. The following are prohibited acts shall be observed by the Supplier(s) and its workers when they are inside the PITAHC building, premises, work and storage areas for the duration/delivery of the project/item/s:
  - a. Smoking;
  - b. Drinking alcoholic beverages;
  - c. Using illegal drugs and other prohibited substances;
  - d. Gambling of any type;
  - e. Carrying items determined by PITAHC as “deadly instruments”;
  - f. Sleeping in the project site;
  - g. Having meals and/or snacks within the project work areas; and
  - h. Using the elevator unnecessarily except when transporting installation materials to the project areas or in case of emergency.
18. Coordinate to PITAHC the various parts of the trades of work including any approved sub-contracted work;
19. Employ competent professionals and laborers to oversee the installation work.

### III. OTHER REQUIREMENTS

The Supplier(s) shall be obliged to accomplish the following aside from those in the Item No. II of this Terms and Conditions:

#### A. 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.

#### B. CLOSE-OUT

The Supplier(s) shall submit a printed and electronic format of 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.





### **C. LAYOUT, MARKINGS AND ELEVATIONS**

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.

### **D. FORMWORKS AND SCAFFOLDING**

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

### **E. ARCHITECTURAL WORKS**

Whenever applicable, for items that require installation, testing, and commissioning, the Supplier(s) is/are responsible for all the steel and aluminum works in accordance with the best practices in the steel and aluminum industry.

### **F. 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.

### **G. CONSTRUCTION CLEARANCES**

The Supplier(s) shall secure from the PITAHC End user the following clearances prior to commencing the requisite work for items that require installation, testing, and commissioning:

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



## OTHER TERMS AND CONDITIONS

1. Bidders shall provide the correct and accurate information required in the Price Proposal Form.
2. Delivery Schedule: Thirty (30) calendar days upon receipt of Purchase Order
3. Delivery Site: PITAHC Central Office, Matapang St. Brgy. Central, Quezon City.
4. Payment Term: within thirty (30) calendar days after (a) inspection and acceptance of all delivered goods/services, (b) issuance of Certificate of Completion and (c) submission of the necessary attachment for the items that requires installation, testing and commissioning.
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 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.



## 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	UOM	Total Price (in PhP)	Total Price (VAT inclusive and other applicable taxes) (in PhP)	Compliance to Technical Specification	
						Yes	No
1	<p>PROCUREMENT OF VARIOUS LABORATORY FIXTURES UNDER RENOVATION AND INTERIOR FIT-OUT OF PITAHC LABORATORY</p> <p>Supply, Delivery, Installation, Testing, and Commissioning of 1.5 HP Split-Type, Inverter, Wall Mounted Air Conditioning Units <i>(In door)</i></p> <p><i>(Please see Annex "A" for the detail Technical Specifications)</i></p>	5	unit				
2	<p>Supply, Delivery, Installation, Testing, and Commissioning of 2.0 HP Split-Type Wall Mounted Air Conditioning Units <i>(In door)</i></p> <p><i>(Please see Annex "A" for the detail Technical Specifications)</i></p>	2	unit				
3	<p>Supply Delivery, Installation, and Testing of 2x28W LED Louver Housing, Recessed Lighting Fixture</p> <p><i>(Please see Annex "A" for the detail Technical Specifications)</i></p>	27	sets				
4	<p>Supply, Delivery, Installation, Testing, and Commissioning of Exhaust Fans with Ducting</p> <p><i>(Please see Annex "A" for the detail Technical Specifications)</i></p>	3	Set				



	<i>Technical Specifications)</i>						
5	Supply, Delivery, Installation, and Testing of LED Emergency Light  <i>(Please see Annex "A" for the detail Technical Specifications)</i>	6	unit				
6	Supply, Delivery, Installation, Testing, and Commissioning of Smoke Detectors  <i>(Please see Annex "A" for the detail Technical Specifications)</i>	10	Set				
7	Supply and Delivery of Room Thermometers  <i>(Please see Annex "A" for the detail Technical Specifications)</i>	6	Piece				
8	Supply and Delivery of Fire Extinguishers  <i>(Please see Annex "A" for the detail Technical Specifications)</i>	6	piece				
	Other Terms and Conditions						

Amount in Words: Lot 1 \_\_\_\_\_  
 Lot 2 \_\_\_\_\_  
 Lot 3 \_\_\_\_\_  
 Lot 4 \_\_\_\_\_  
 Lot 5 \_\_\_\_\_  
 Lot 6 \_\_\_\_\_  
 Lot 7 \_\_\_\_\_  
 Lot 8 \_\_\_\_\_

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: \_\_\_\_\_