



## REQUEST FOR PROPOSAL

Date: 23 September 2022

Reference: RFP CO-22-025SVP

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 Approved Budget for the Contract (ABC) amounting to **One Hundred Twenty Thousand Pesos (PhP120,000.00) inclusive of VAT:**

2.

PITAHC 2022 APP Ref	PR Number	Item Description
5060405002	22-09-0151	<b>SUPPLY, DELIVERY, INSTALLATION, TESTING, AND COMMISSIONING OF SPLIT-TYPE AIR CONDITIONING UNITS (ONE PACKAGE)</b>  <i>(See Price Proposal Form as to the Terms and Conditions)</i>

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 **28 September 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. 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



## **Procurement of Split-type Air Conditioning Units for Second Floor DDG Receiving Area and MRU**

In the 1<sup>st</sup> Semester of 2022, the Philippine Institute of Traditional and Alternative Health Care (PITAHC) has completed the improvement of the studio of the Media Relations Unit (MRU), the office of the Health Education Promotion Officer V (HEPO V), and the office of the Deputy Director General (DDG) located at the second floor of the PITAHC building.

The improvement/restructuring of the area resulted in the need to install additional air conditioning units in the MRU studio and the receiving area of the Office of the DDG to ensure a comfortable work environment for PITAHC employees as well as its visitors. The installation of the air conditioning unit in the MRU studio shall also ensure a noise-free environment during recording and taping sessions as opposed to the current setup of employing an exhaust fan for air circulation and ventilation.

### **I. INCLUSIONS**

1. Supply, delivery, installation, testing, and commissioning of Split-type Air Conditioning Units; and
2. Provision of equipment, tools, materials, supplies, and consumables needed for the installation, testing, and commissioning of the units such as, but not limited to, copper tubes, communication wires, PVC drain pipes, breakers, and metal brackets, among others

### **II. SPECIFICATIONS**

#### **1. Quantity: 2 units**

##### **1.1. One (1) 1.0 HP Split-type, Wall Mounted, Inverter Type Air Conditioning Unit (Location: DDG Receiving Area)**

- EER: 13.8 – 10.1 KJ/W-hr
- Power Input: 620 – 1330 W
- Power Supply: 230 V
- Unit Dimension (W x D x H): approximately 799 x 200 x 290 mm
- Refrigerant: R32/R410A
- With Remote Controller
- Warranty: at least one (1) year

##### **1.2. One (1) 1.5 HP Split-type, Wall Mounted, Inverter Type Air Conditioning Unit (Location: MRU)**

- EER: 13.8 – 10.1 KJ/W-hr
- Power Input: 620 – 1730 W
- Power Supply: 230 V
- Unit Dimension (W x D x H): approximately 799 x 200 x 290 mm
- Refrigerant: R32/R410A
- With Remote Controller
- Warranty: at least one (1) year

#### **2. Scope of Work:**



- 2.1. Setting up and mounting of the indoor and outdoor units
- 2.2. Securing the indoor units with mounting plates and accessories
- 2.3. Securing the outdoor units with sufficient metal brackets/stands and accessories
- 2.4. Checking the electrical connections on the indoor and outdoor units
- 2.5. Connecting the required pipes, tubes, and cables between the indoor and outdoor units and the breakers
- 2.6. Bleeding the air and humidity from the refrigerant circuits
- 2.7. Testing all the valves and joints for leaks
- 2.8. Tapping the feeder lines to the nearest power supply
- 2.9. Affixing all pipes to the walls with the use of clamps
- 2.10. Sealing up any hole in the wall brought about by the installation
- 2.11. Testing the installed units to ensure complete and correct installation

### III. APPROVED BUDGET

The approved budget for this procurement is **One Hundred Twenty Thousand Pesos Only (PHP 120,000.00)**, inclusive of VAT.

### IV. 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.

### V. PROTECTION OF WORK AND PROPERTY

The Contractor shall protect the work and property by:

1. Providing site protections and signs relative to the installation;
2. Repairing any damage/s incurred 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. Ensuring that all materials are stacked in a stable and self-supporting manner;
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;
7. Installing sufficient scaffoldings and bracings whenever necessary;



8. Thoroughly cleaning the project site including all areas affected by the installation, testing, and commissioning activities;
9. Employing competent professionals and laborers to oversee the installation, testing, and commissioning works; and
10. Ensuring that the installation conforms to the provisions of the Electrical Engineering Law (RA 7920), Fire Code (RA 9514), and other applicable laws and regulations.

## **VI. SAFETY REQUIREMENTS**

In order 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; and
2. Ensure that the workers are in proper safety attire/uniform.

## **VII. SUBMITTALS**

The Supplier shall be required to submit a catalogue or manual from the manufacturer and/or dealer, indicating the specifications as well as the warranty terms of the brand of the Air Conditioning Units installed, tested, and commissioned.

## **VIII. 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 large equipment, tools, materials, supplies, and consumables to the project areas, or in case of emergency.

## **IX. DELIVERY TERM**

Thirty (30) calendar days from the date of receipt of the Notice to Proceed



#### **X. PAYMENT TERM**

Full payment shall be made within thirty (30) calendar days from the issuance of the Certificate of Completion, and upon the submission of the complete documentary requirements such as, but not limited to, Statement of Account and/or Sales/Billing Invoice.

#### **XI. 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 submit the *list of completed and on-going projects* to prove that it has at least two (2) years of experience in supplying, delivering, installing, testing, and commissioning Air Conditioning Units in the public and/or private sectors.



## OTHER TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule: **Thirty (30) calendar days upon receipt of Notice to Proceed**
3. Delivery Site: **PITAHC Central Office, Matapang St. Brgy. Central, Quezon City.**
4. Payment Term: **Full payment within thirty (30) calendar days from the issuance of the Certificate of Completion, and upon the submission of the complete documentary requirements such as, but not limited to, Statement of Account and/or Sales/Billing Invoice.**
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:

Item Description	Total Price (VAT exclusive) (in PhP)	Total Price (VAT inclusive) (in PhP)
SUPPLY, DELIVERY, INSTALLATION, TESTING, AND COMMISSIONING OF SPLIT-TYPE AIR CONDITIONING UNITS (ONE PACKAGE)		

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: \_\_\_\_\_



## TECHNICAL SPECIFICATION COMPLIANCE

Technical Specifications	Compliance to Technical Specification (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
<b>1.0 HP Split-type, Wall Mounted, Inverter Type Air Conditioning Unit</b> (Location: DDG Receiving Area)  <b>Quantity:</b> One (1) unit  <b>Specifications:</b>	Yes ( )	No ( )	
• EER: 13.8 – 10.1 KJ/W-hr	Yes ( )	No ( )	
• Power Input: 620 – 1330 W	Yes ( )	No ( )	
• Power Supply: 230 V	Yes ( )	No ( )	
• Unit Dimension (W x D x H): approximately 799 x 200 x 290 mm	Yes ( )	No ( )	
• Refrigerant: R32/R410A	Yes ( )	No ( )	
• With Remote Controller	Yes ( )	No ( )	
• Warranty: at least one (1) year	Yes ( )	No ( )	
• EER: 13.8 – 10.1 KJ/W-hr	Yes ( )	No ( )	

Technical Specifications	Compliance to Technical Specification (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
<b>1.5 HP Split-type, Wall Mounted, Inverter Type Air Conditioning Unit</b> (Location: MRU)  <b>Quantity:</b> One (1) unit  <b>Specifications</b>	Yes ( )	No ( )	
• EER: 13.8 – 10.1 KJ/W-hr	Yes ( )	No ( )	
• Power Input: 620 – 1730 W	Yes ( )	No ( )	
• Power Supply: 230 V	Yes ( )	No ( )	
• Unit Dimension (W x D x H): approximately 799 x 200 x 290 mm	Yes ( )	No ( )	
• Refrigerant: R32/R410A	Yes ( )	No ( )	
• With Remote Controller	Yes ( )	No ( )	
• Warranty: at least one (1) year	Yes ( )	No ( )	





Technical Specifications	Compliance to Technical Specification (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
<b>TERMS AND CONDITIONS</b>  <i>(Please see Terms and Conditions for the detailed requirements)</i>	Yes ( )	No ( )	
<b>I. INCLUSIONS</b>  1. Supply, delivery, installation, testing, and commissioning of Split-type Air Conditioning Units; and  2. Provision of equipment, tools, materials, supplies, and consumables needed for the installation, testing, and commissioning of the units such as, but not limited to, copper tubes, communication wires, PVC drain pipes, breakers, and metal brackets, among others	Yes ( )  Yes ( )	No ( )  No ( )	
<b>II. SPECIFICATIONS AND SCOPE OF WORK</b>	Yes ( )	No ( )	
<b>III. APPROVED BUDGET FOR THE CONTRACT</b>	Yes ( )	No ( )	
<b>IV. INSPECTION OF SITE</b>  Certificate of Site Inspection	Yes ( )	No ( )	
<b>V. PROTECTION OF WORK AND PROPERTY</b>	Yes ( )	No ( )	
<b>VI. SAFETY REQUIREMENTS</b>	Yes ( )	No ( )	
<b>VII. SUBMITTALS</b>	Yes ( )	No ( )	
<b>VIII. PROHIBITIONS</b>	Yes ( )	No ( )	
<b>IX. DELIVERY TERM</b>	Yes ( )	No ( )	
<b>X. PAYMENT TERM</b>	Yes ( )	No ( )	
<b>XI. QUALIFICATIONS OF THE SERVICE PROVIDER</b>	Yes ( )	No ( )	



<b>OTHER TERMS AND CONDITIONS</b>	<b>Yes ( )</b>	<b>No ( )</b>	
Delivery Site: <b>PITAHC Central Office, Matapang St. Brgy. Central, Quezon City.</b>	<b>Yes ( )</b>	<b>No ( )</b>	

**CONFORME:**

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**Name of the Authorized Representative**

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**Name of Company**

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**Date**