



## REQUEST FOR PROPOSAL

Date: 11 November 2022

Reference: RFP CO-22-033SVP

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 **Three Hundred Thousand Pesos (Php300,000.00) inclusive of VAT and other applicable taxes:**

2.

PITAHC 2022 APP Ref	PR Number	Item Description
50604030 00	2022-08-046	REPAIR/RENOVATION OF DORMITORY BUILDING <i>(See Scope of Work for detailed requirements)</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 **17 November 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)*
  - d. PCAB License
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

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule: **Ninety (90) calendar days upon receipt of Notice to Proceed**
3. Delivery Site: **PITAHC Cagayan Valley Herbal Processing Plant, Regional Government Center, Carig, Tuguegarao City.**
4. Payment Term: **Progress payment and payment in full will be based according to the allowed rules in the GPPB Guidelines.**
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)
REPAIR/RENOVATION OF DORMITORY BUILDING		

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: \_\_\_\_\_



## SCOPE OF WORKS AND SPECIFICATIONS

### PROJECT: REPAIR / RENOVATION OF HERBAL PROCESSING PLANT DORMITORY BUILDING

LOCATION: PITAHC-TUGUEGARAO OFFICE, Carig Sur, Tuguegarao City, Cagayan

#### I. GENERAL WORKS

##### A. SUMMARY OF WORKS

Furnish all work permits for the construction, labor, materials, tools, and equipment to complete the structural, electrical, plumbing and mechanical works for the **REPAIR / RENOVATION OF DORMITORY BUILDING OF PITAHC-CVHPP TUGUEGARAO** located at the Regional Government Center, Carig Sur, Tuguegarao City.

The Project covers the following works:

1. Demolition and Removal of Some Existing Walls, Floor Tiles, Ceiling, and Fixtures
2. Demolition of wall partitions, counter tops tiles and 2 CR
3. Replacement/improvement of ceiling boards and joists
4. Removal of window jambs
5. Repair of waterlines and fixtures / de-clogging of sewer lines
6. Masonry works
7. Painting Works
8. Electrical Works

##### B. WORKMANSHIP

1. The work force shall consist of skilled and competent workers who regularly engaged or specialized in their respective field of practice.
2. Quality of works must be above par and shall be guaranteed to be of premium output.
3. Best work output depends on the usage premium construction materials.
4. Day to day work output must be shown/ and or to be checked by project inspector to ensure quality of works.
5. Completed project's workmanship must be certified by the project end-user.

##### 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 the CVHPP 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 and shall be responsible to additional expenditures on any part of the project not included in the Bill of Quantities (BOQ) if it was not clarified prior to the bidding of the project.
3. Damaged to properties incurred while on construction of the project must be at the expense of the contractor.



#### **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. Providing site protections, board up, and signs for the construction;
3. Replacing the work damaged due to failure to provide protection, without cost to PITAHC;
4. Leaving the premises clean, neat and orderly and removing stains, spots, blemishes and other dirt from the finished work.
5. For the storage of materials:
  - a. All tools and materials shall be stacked in a stable and self-supporting manner. All nails and sharp objects shall be removed on all reusable lumber before storage;
  - b. Concrete blocks shall be stacked in tiers on solid, level surfaces not higher than 6 feet;
  - c. Reinforcing steel shall be stored in orderly piles away from walkways and roadways; and
  - d. Empty cement and lime bags and other dust-producing materials shall be removed from the project site as directed by PITAHC;
6. All access ways including stairways and passageways shall be kept free from obstructions and construction materials at all times;
7. Take due care to protect the existing structures which may be affected by the work to be implemented and
8. The Contractor shall thoroughly clean the project site including all areas disturbed by construction activities.
9. Provides space/area for staff/laborer's pantry and not inside the construction area.

#### **E. 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.
2. Ensure that the workers are in proper safety attire/uniform for purpose of identification.
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, drinking alcoholic beverages; Using illegal drugs and other prohibited substances;
2. Gambling/playing and loitering inside the PITAHC compound.
3. Carrying items determined by PITAHC as "deadly instruments"; and
4. Workers/laborers are not allowed to sleep/stay in the project site except to those provided with permission and authority by the PITACH.

#### **G. PROJECT COORDINATION AND SUPERVISION**

The Contractor is responsible for:

1. Coordinating the various parts of the trades of work including the approved subcontracted work to the PITACH, as it may deemed necessary particularly works needing intervention for Change Order/



- Extra Work Order and for the approval of Time Extension/Suspension.
2. Employing competent professionals and laborers to oversee the project execution.
  3. Set-up an area/space conducive for worker's pantry and sanitation.

## **H. SUBMITTALS**

The Contractor shall be required to:

1. Submit in advance the lists of materials and finishes sample to the PITACH/ and or his/her authorized personnel to check and approved the sample/s.
2. Provide the schedule of submittals (weekly accomplishment report, shop drawings, etc.) for review and/or approval by the PITACH or his/her authorized personnel.
3. Submit the following for approval by the PITACH:
  - a. Materials for installation;
  - b. Shop drawings for all work requiring fabrication;
  - c. Mock-ups of fabricated items; and
  - d. 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. CLOSE-OUT**

The Contractor shall submit as-built plans signed and sealed by the concerned trade professionals in one (1) set of reproducible copy and three (3) sets of blue-printed copies. The electronic copy of the as-built plans shall also be submitted to the PITACH copy furnished the Cagayan Valley Center for Health Development-Infrastructure Unit or to the Health Facilities Enhancement Program (HFEP) Coordinator.

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

The Contractor shall:

1. Indicate the layout of architectural walls, electrical, and plumbing connections; and
2. Establish floor elevations with corresponding markings for approval of the PITACH/ and or his/her duly authorized/designated personnel or unit before any permanent structure is constructed.

## **IV. FORMWORKS AND SCAFFOLDING**

The Contractor shall supply and install sufficient forms, scaffoldings, bracings and staging during all phases of construction work especially for all reinforced concrete works.

## **V. CIVIL WORKS**

### **A. CEILING WORKS**

1. Used of 2" x 2" good lumber designed for joist and studs;
2. Use of structural fiber-cement board for eaves (overhang) as per approved materials.





## **B. PAINTING WORKS**

1. Painting of all surfaces – wood, plastered walls and soffits, cement boards, – as indicated in the plan;
2. Application of skimmed-coat to all masonry and concrete 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 the end-user and or his/her duly authorized Personnel/in-charge prior to painting.
5. All painting works shall be done in accordance with the plans and specifications.

## **B. MASONRY WORKS**

1. The Contractor shall provide protruding rebars (dowels) of at least 120mm (1.2m) length for masonry walls on all columns where masonry wall is to be constructed.
2. All interior walls shall be 100mm (4") thick machine-pressed concrete hollow blocks (CHB).
3. The Contractor shall provide 10mm diameter horizontal bars on every third layer and 12mm diameter vertical bars 400mm on center (O.C.). The bars shall be doweled to the horizontal and vertical structures.
4. All newly constructed masonry walls (both faces), concrete columns and other concrete structures shall be plastered. All CHB wall connections shall be provided with stiffener columns and constructed simultaneously.
5. All concrete surfaces damaged during cleaning, grubbing and hauling shall be repaired or retouched by plaster finish.

## **D. DOORS AND WINDOWS**

Doors and frames shall conform to the size, design and kind of materials shown in the detail/schedule of doors.

The following shall be observed:

All Panel Doors made of hard wood, frame use 2" x 6", apply wood preservative and shall be provided with standard door closer.

All Windows and Frames shall be aluminum with window closer.

## **E. PLUMBING AND ELECTRICAL WORKS**

The Contractor shall:

1. Provide and tap system as indicated;
2. Provide and tap all termination of plumbing, electrical and auxiliary.
3. Follow as per plan and specifications and the scope of works to complete the project and render it to be Operational.
4. Furnish and install other supporting materials and equipment deemed necessary to complete the project.
5. Conduct testing and commissioning in the presence of the PITACH/and or his duly authorized/designated Staff/personnel/unit concerned.



#### **F. TILING WORKS:**

The contractor shall be required to submit sample of tiles before commencement/installation of works.

Floor Tiles: 0.40m x 0.40m Unglazed Floor Tiles

Counter-Top: 0.60m x 0.60m Granite Floor Tiles

NOTE: The contractor is advised to present sample/s of the tiles and other congruent accessories necessary for the organized installation to the PITACH/and to his/her authorized and duly delegated authority for purpose of checking the quality and validating the specifications of the materials prior to its installation.

The contractor must also notify in advance the date of its presentation of the sample materials so as not to delay the construction timeline. The PITACH, through his/her authorized representative will give clearance for the contractor to commence the work as soon as written notice was received by the latter.

#### **VI. CONSTRUCTION CLEARANCES**

The Contractor shall secure from the PITACH/ and or his/her duly authorized representative the following clearances prior to commencing the requisite work/s:

1. Wall layout clearance – verification of measurements and distances.
2. Final paint coat clearance – inspection of surface leveling and absence of surface depressions or bulges prior to final painting.
3. Plumbing fixture, accessory installations clearance – verification of location, adherence to design specifications of plumbing roughing-ins.
4. Electrical fixture, device, equipment installation clearance – verification of location, adherence to design specifications of electrical roughing-ins.





PROGRAM OF WORKS

APPROPRIATION:

ITEM	DESCRIPTION	COST
I	GENERAL REQUIREMENTS	
II	DEMOLITION WORKS	
III	CEILING WORKS	
IV	PAINTING WORKS	
V	MASONRY WORKS	
VI	DOORS AND WINDOWS	
VII	ELECTRICAL WORKS	
VIII	TILE WORKS	
	PROJECT ESTIMATED COST:	

BREAKDOWN EXPENDITURE	
A. TOTAL DIRECT COST	
B. TOTAL MARK-UP	
C. VAT	
D. TOTAL ESTIMATED COST	

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Name of the Authorized Representative  
And signature

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Name of Company

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Date



BILL OF QUANTITIES

Name of Project :REPAIR OF DORMITORY BUILDING  
Location : REGIONAL GOVERNMENT CENTER, CARIG SUR, TUGUEGARAO CITY, CAGAYAN

Item No.	DESCRIPTION	QTY	UNIT	MATERIAL COST	LABOR	UNIT COST	DIRECT COST
(1)	(2)	(3)	(4)				(5)
I	GENERAL REQUIREMENT						
	Mobilization/Demobilization	1.00	lot				
	Construction Safety and Health Program	1.00	lot				
	Project Billboard	1.00	lot				
II	DEMOLITION AND REPAIR WORKS						
	Dismantling of Ceiling Area	120.00	sq.m.				
	Removal of Window Jamb	6.00	sets				
	Demolition of Wall Partition, Counter Top Tiles and 2 CR	31.20	sq.m.				
	Repair of Waterlines and Fixtures/Declogging of Sewerlines	1.00	lot				
	SUB-TOTAL						
III	CEILING WORKS(A=168.00 sqm)						
	Replacement/improvement of ceiling board and joist						
	4.5mmthk ficem board	60.00	pcs				
	good lumber(for dilapidated lumber)	100.00	bdft				
	Wood presevative	5.00	gals				
	Hardiflex Nail	10.00	kgs				
	Assorted CWN	20.00	kgs				
	SUB-TOTAL						
IV	PAINTING WORKS						
	Painting (Outer and Inner Wall) (A=403.2 SQ.M)						
	Masonry Putty	4.00	gals				
	Flat latex paint -(2 coats)	20.00	gals				
	Gloss latex paint - (2 coats)	20.00	gals				
	Paint Thinner	2.00	gals				
	Paint Brush 4"	5.00	pcs				
	Roller Brush with Pan	2.00	set				
	Miscellaneous(rugs, sandpaper,broomstick)	1.00	lot				
	Ceiling including Eaves(A=168.00 sq.m.)						
	Flat latex paint -(2 coats)	15.00	gals				
	Paint Thinner	1.00	gals				
	glazing putty	5.00	gals				
	Roller Brush with Basin	2.00	set				
	Paint Brush(4")	2.00	pcs				
	Miscellaneous(rugs, sandpaper,broomstick)	1.00	lot				
	SUB-TOTAL						
V	MASONRY WORKS(A=12.35 SQ.M.)						
	100mm thk chb (4")	155.00	pcs				
	Portland cement (including plasrering)	15.00	bags				
	screen sand	3.00	cu.m				
	#16 Tie Wire	5.00	kgs				
	10mm x 6.0 mtrs	12.00	pcs				
	SUB-TOTAL						
VI	DOORS AND WINDOWS						



	D1-0.90m x 2.10m Wooden Panel Door incl.accessories(HD door knobs,hinges)	2.00	set				
	D2-2.10m x 0.70m Powder Coated Door with complete accessories	1.00	set				
	W1-1.20m x 1.20m Awning Window incl. Grills and accessories	3.00	set				
	W2-0.50mx 0.60m Awning Window incl. Grills and accessories	1.00	set				
	SUB-TOTAL						
VII	ELECTRICAL WORKS						
	Wires and Cables						
	2.0mm2 THHN	82.43	mtrs				
	3.5mm2 THHN	50.00	mtrs				
	5.5mm2 THHN	15.00	mtrs				
	Electrical Fixtures						
	40 watts LED Bulb	7.00	pcs				
	Receptacle 4 inches dia.	7.00	pcs				
	3 Gang Switch Set	3.00	pcs				
	1 Gang Switch Set	2.00	pcs				
	3 Gang Convinience Outlet	3.00	pcs				
	ACU Outlet	1.00	pcs				
	1 Hp Window Type Aircon with Inverter	1.00	set				
	Roughing In						
	1/2" Flexible Hose	1.00	roll				
	Junction Box	8.00	pcs				
	Utility Box	5.00	pcs				
	Miscellaneous (Electrical tape, locknut and bushing, hacksaw blade, etc...)	1.00	lot				
	SUB-TOTAL						
VIII	TILE WORKS						
	400mm x400mm Glazed Tile- FLOOR TILES (a=11.25 sq.m.)	13.00	pcs				
	600mm x600mm Glazed Tile- COUNTER TOP	10.00	pcs				
	Portland cement	3.00	bags				
	Pure Sand	1.00	cu.m.				
	Tile adhesive	1.00	bags				
	Tile grout	1.00	bags				
	SUB-TOTAL						

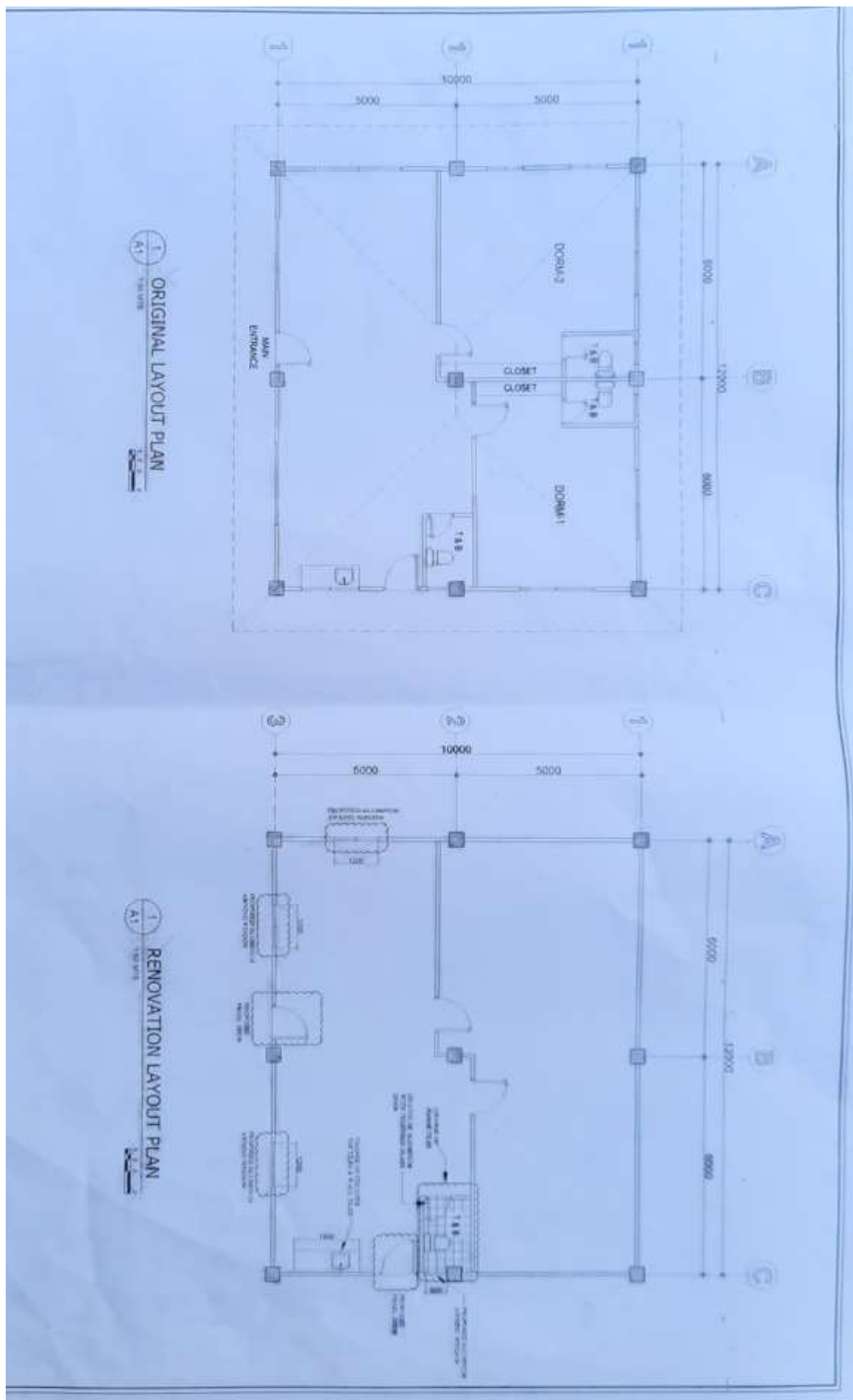
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Name of the Authorized Representative  
And signature

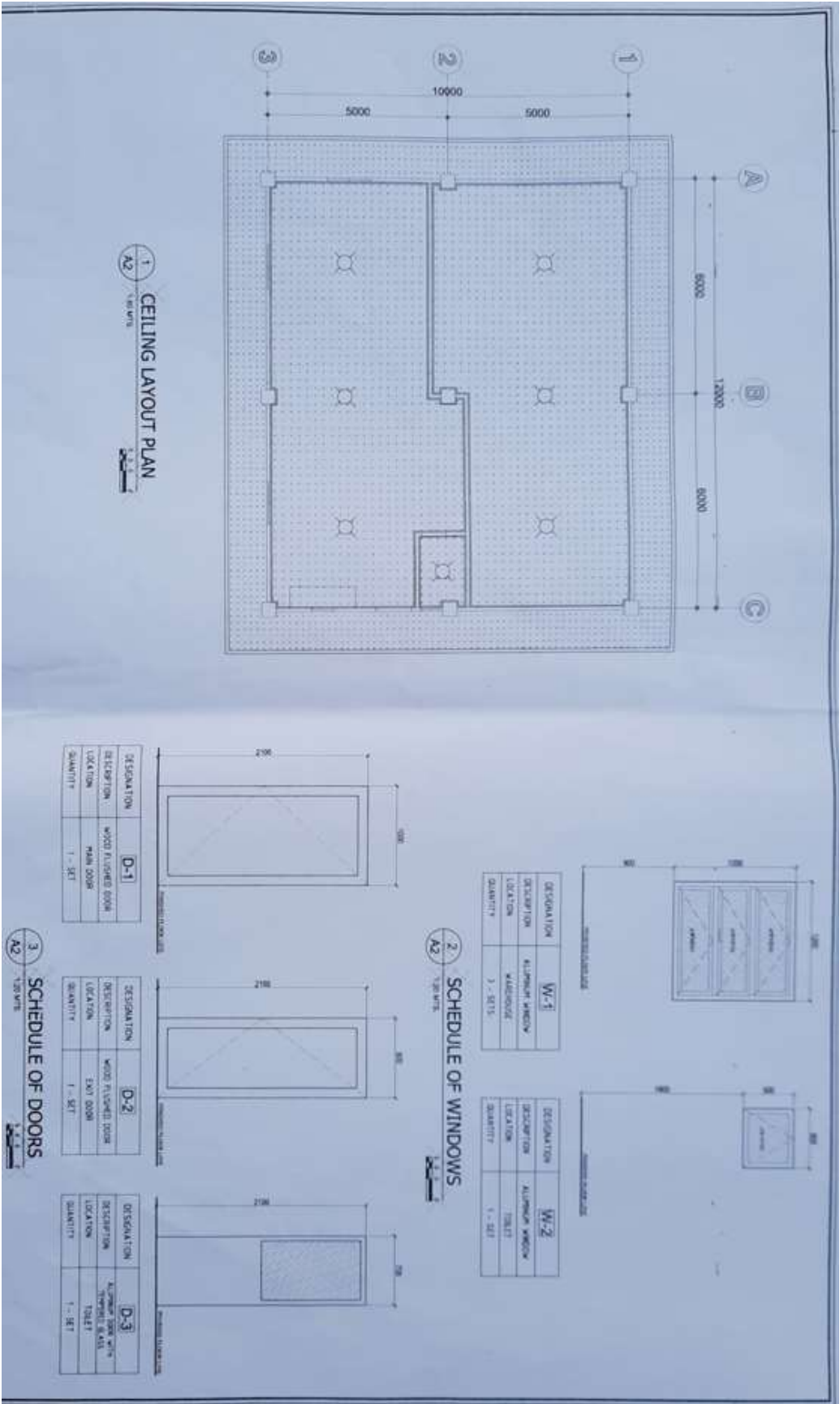
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Name of Company

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Date



## DRAWING PLAN LAY-OUT







OTHER TERMS AND CONDITION COMPLIANCE

Technical Specifications	Compliance to Technical Specification (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
• Delivery Schedule: <b>Ninety (90) calendar days upon receipt of Notice to Proceed</b>	Yes ( )	No ( )	
• Delivery Site: <b>PITAHC Cagayan Valley Herbal Processing Plant, Regional Government Center, Carig, Tuguegarao City.</b>	Yes ( )	No ( )	
• Payment Term: <b>Progress payment and payment in full will be based according to the allowed rules in the GPPB Guidelines.</b>	Yes ( )	No ( )	

Conforme:

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Name of the Authorized Representative  
And signature

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Name of Company

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Date