



REQUEST FOR PROPOSAL

Date: 03 OCTOBER 2023

Reference: **RFP CO-23-036SVP**

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/s stated below with a total Approved Budget for the Contract (ABC) amounting to **Five Hundred Three Thousand Pesos (PhP503,000.00)** inclusive of VAT:

2.

PITAHC 2023 APP Ref	PR Number	Item Description
5060405000	23-09-0152	Supply, Delivery, Installation, Testing, and Commissioning of Floor-Mounted Air Conditioning Unit for the 3rd Floor Office Area in the PITAHC Building (3 units) <i>(see Terms and Conditions for the complete details and inclusions)</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 bac@pitahc.gov.ph. The proposal shall be received until **12 October 2023, 11:59PM**.
5. The bidder must **submit a copy** of the following documents, **together with the proposal**, to ensure that the said bidder is technically, legally and financially capable to undertake the proposed project:
- Valid and current Mayor's/Business Permit
 - Notarized Omnibus Sworn Statement by the prospective bidder in the new prescribed form as per GPPB Resolution No. 16-2020
 - Business/Income Tax Return for CY 2022/2023
 - 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. **Louie Sibug** at telephone no. (02) 8376-3067

(Sgd.)

ATTY. CARMENCITA D. CASTRO-SANTOS
Chairperson, PITAHC BAC



TERMS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule: within Thirty (30) calendar days from date of receipt of Notice to Proceed
3. Delivery Site: **PITAHC Central Office, Matapang st., Quezon City**
4. Payment Term: See Section X 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 shall be automatically rejected.
8. As part of the submission aside from Item No. 5 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 single or lowest calculated and responsive proposal, 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	Unit Price (in PhP)	Total Price (VAT inclusive) (in PhP)
<p>Supply, Delivery, Installation, Testing, and Commissioning of Floor-Mounted Air Conditioning Unit for the 3rd Floor Office Area in the PITAHC Building, 3 units</p> <p><i>(as per the Terms and Conditions)</i></p>		

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: _____



TERMS AND CONDITIONS

Supply, Delivery, Installation, Testing, and Commissioning of Floor-Mounted Air Conditioning Unit for the 3rd Floor Office Area in the PITAHC Building

Air conditioning is a necessity to reduce the humidity and improve the indoor air quality in the office. It creates a much healthier atmosphere, and employees are able to work more comfortably and keep their minds clear to tackle their tasks.

The preventive maintenance of the Air Conditioning Units (ACUs) in the Central Office of the Philippine Institute of Traditional and Alternative Health Care (PITAHC) is done regularly. During the conduct of such preventive maintenance, and upon troubleshooting, it was found out that three (3) of the ACUs in the 3rd floor office area require repair works. Since the estimated cost of the repair works would exceed the allowed thirty percent (30%) maximum percentage of its current market value, then it is considered as an excessive expenditure. Hence, those units were classified as unserviceable, and will be subject for replacement.

In view of this, PITAHC intends to engage the services of a Service Provider with the necessary expertise, experience, and capacity to supply and install an ACU in order to properly ventilate and provide a conducive work area for the PITAHC employees.

I. INCLUSIONS

1. Dismantling of the unserviceable units;
2. Supply, delivery, installation, testing, and commissioning of the floor-mounted ACUs; and
3. Provision of equipment, tools, materials, supplies, and consumables needed for the said works such as, but not limited to, copper tubes, communication wires, PVC drain pipes, breakers, and metal brackets.

II. SPECIFICATIONS

*Three (3) units, 3 TR Floor-Mounted, Inverter Type Air Conditioning Unit
(Location: 3rd Floor Office Area – Administrative Division, Management and Services Division,
and Office of the Director General)*

- Minimum EER: 10 BTU/W-hr
- Power Supply: 230 V
- Maximum Indoor Unit Dimension (W x D x H): 600 x 400 x 1900 mm
- With Remote Controller
- At least one (1) year warranty on parts and services

III. SCOPE OF WORK

1. Dismantling the existing unserviceable indoor and outdoor units including the copper tubes;
2. Setting-up and mounting the new indoor and outdoor units;
3. Securing the indoor unit with mounting brackets/stands and accessories;



4. Securing the outdoor unit with sufficient metal brackets/stands and accessories;
5. Installing and connecting the copper tubes from the indoor unit to the outdoor unit;
6. Installing the rubber insulation and polyethylene tape on chilled pipes;
7. Connecting the required pipes, tubes, and cables between the indoor and outdoor units and the breakers;
8. Checking the electrical connections of the indoor and outdoor units;
9. Bleeding the air and humidity from the refrigerant circuits;
10. Testing all the valves and joints for leaks;
11. Tapping the feeder lines to the nearest power supply;
12. Connecting the drain pipes into the proper water drainage system;
13. Affixing all the pipes to the walls with the use of clamps;
14. Restoring works for any damage brought about by the installation; and
15. Testing the installed units to ensure their complete and correct installation.

IV. APPROVED BUDGET

The approved budget for this procurement is **Five Hundred Three Thousand Pesos (PHP 503,000.00)**, inclusive of VAT.

V. INSPECTION OF SITE

1. As part of the procurement requirement, the prospective Service Provider 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 Service Provider shall inspect the site premises to consider all the conditions that may, directly or indirectly, affect the works, including verification of the scope of works to be done.

VI. PROTECTION OF WORK AND PROPERTY

The Service Provider shall protect the work and property of PITAHC by:

1. Providing site protections and signs relative to the installation;
2. Ensuring that all materials are stacked in a stable and self-supporting manner;
3. Installing sufficient scaffoldings and bracings, whenever necessary;
4. Employing competent professionals and laborers to oversee the dismantling, installation, testing, and commissioning works;
5. 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;



6. Keeping all access ways, including stairways and passageways, free from obstructions at all times;
7. Taking due care to protect the existing structures which may be affected by the work to be implemented;
8. Repairing all damages incurred due to failure to provide protection, without any additional cost to PITAHC;
9. Thoroughly cleaning the work areas including all areas affected by the installation, testing, and commissioning activities; and
10. Leaving the premises clean, neat and orderly, and removing stains, spots, blemishes and other dirt from the finished work.

VII. SAFETY REQUIREMENTS

In order to ensure the safety of its workers as well as of the PITAHC personnel, the Service Provider shall:

1. Ensure that the standard safety procedures and related protocols or guidelines issued by the appropriate government agencies shall be applied and complied with;
2. Ensure that its workers wear face masks while inside the PITAHC building; and
3. Ensure that its workers are in proper safety attire/uniform.

VIII. PROHIBITIONS

The following are prohibited acts inside the PITAHC building, premises as well as 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 work areas;
7. Having meals and/or snacks within the work areas; and
8. Using the elevator unnecessarily except when transporting large equipment, tools, materials, supplies, and consumables to the work 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 the Inspection and Acceptance Report, and upon submission of the following complete documentary requirements such as, but not limited to, the:

1. Catalogue or manual from the manufacturer and/or dealer indicating the specifications as well as the warranty terms of the installed, tested, and commissioned ACU;
2. Certificate of Service Warranty for the completed works;
3. Delivery Receipt;
4. Statement of Account and/or Sales/Billing Invoice; and
5. Service Report

XI. QUALIFICATIONS OF THE SERVICE PROVIDER

Aside from the eligibility requirements as provided in the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 9184, the Service Provider must possess the following necessary qualifications:

1. At least three (3) years' experience in supplying, delivering, installing, testing, and commissioning of ACUs in the public and/or private sectors; and
2. With fully trained technical personnel.

XII. ADDITIONAL DOCUMENTARY REQUIREMENTS

The interested Service Provider must submit the following documents aside from those listed under Item No. 5 of the RFP:

1. Brochure/Catalogue indicating the specifications of the proposed ACU;
2. List of ongoing as well as previously awarded and completed contracts related to ACU projects including the amounts of the contracts; and
3. List of fully trained technical personnel with their Curriculum Vitae and Professional License/Certifications, if applicable.



TERMS AND CONDITIONS COMPLIANCE

Terms and Conditions	Compliance to Terms and Conditions / Technical Specifications (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
INCLUSIONS: As per Item I of the Terms and Conditions	Yes ()	No ()	
SPECIFICATIONS: As per Item II of the Terms and Conditions	Yes ()	No ()	
SCOPE OF WORK: As per Item III of the Terms and Conditions	Yes ()	No ()	
INSPECTION OF SITE: As per Item V of the Terms and Conditions	Yes ()	No ()	
PROTECTION OF WORK AND PROPERTY: As per Item VI of the Terms and Conditions	Yes ()	No ()	
SAFETY REQUIREMENTS: As per Item VII of the Terms and Conditions	Yes ()	No ()	
PROHIBITIONS: As per Item VIII of the Terms and Conditions	Yes ()	No ()	
DELIVERY TERM: As per Item IX of the Terms and Conditions	Yes ()	No ()	
PAYMENT TERM: As per Item X of the Terms and Conditions	Yes ()	No ()	
QUALIFICATIONS OF THE SERVICE PROVIDER: As per Item XI of the Terms and Conditions	Yes ()	No ()	
ADDITIONAL DOCUMENTARY REQUIREMENTS: As per Item XII of the Terms and Conditions	Yes ()	No ()	
▪ Delivery Site: PITAHC Central Office, Quezon City	Yes ()	No ()	



<div>▪ As part of the submission aside from Item No. 5 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.</div>	Yes ()	No ()	N/A ()
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Conforme:

Name of the Authorized Representative
And signature

Name of Company

Date