



REQUEST FOR PROPOSAL

Date: 10 October 2023

Reference: **RFP CO-23-038SVP**

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 **Nine Hundred Ninety-Eight Thousand Five Hundred Twenty-Three Pesos and 96/100 (PhP998,523.96) inclusive of VAT and other applicable taxes:**

2.

PITAHC 2023 APP Ref	PR Number	Item Description
5060404099	2023-07-031	UPGRADING/IMPROVEMENT OF CAGAYAN VALLEY HERBAL PROCESSING PLANT PERIMETER FENCE (See Scope of Work for detailed requirements)

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 **23 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)*
 - 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. **Louie Sibug** at telephone no. (02) 8376-3067

(Sgd.)

ATTY. CARMENCITA D. CASTRO-SANTOS
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: **Request of Advance Payment, Progress Payment, and Payment in Full shall be subject to the GPPB Guidelines and COA issuances.**
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, Scope of Work and Specifications, I/we submit our proposal for the project as follows:

Item Description	Total Price (VAT exclusive) (in PhP)	Total Price (VAT inclusive) (in PhP)
UPGRADING/IMPROVEMENT OF CAGAYAN VALLEY HERBAL PROCESSING PLANT PERIMETER FENCE		

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: UPGRADING/IMPROVEMENT OF CAGAYAN VALLEY HERBAL PROCESSING PLANT PERIMETER FENCE

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 **UPGRADING/IMPROVEMENT OF CAGAYAN VALLEY HERBAL PROCESSING PLANT** located at the Regional Government Center, Carig Sur, Tuguegarao City.

The Project covers the following works:

1. Excavation of Footing
2. Concrete and Rebar Works
3. Masonry Works including Plastering
4. Painting Works
5. Construction of Gate
6. Electrical Works
7. Miscellaneous 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) Office.

III. LAYOUT, MARKINGS AND ELEVATIONS

The Contractor shall:

1. Indicate the layout of architectural walls and electrical connections; and
2. Establish 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. EXCAVATION WORKS

1. Excavation dimension $l=1.0m$ $w=1.0m$ $h=0.80m$;
2. Backfilling of suitable material

B. CONCRETE AND RSB WORKS

1. The contractor shall provide an extension of 4 pcs-12mm dia. X 1.0m rebar protruding dowels at every section of existing columns

C. MASONRY WORKS incl. Plastering

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.
6. All CHB surfaces must be plastered with 25mm concrete both outside and inside parts.

D. 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.

E. 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 PITAHC/and or his duly authorized/designated Staff/personnel/unit concerned.

F. CONSTRUCTION OF GATE

The Contractor shall:

1. Furnish 2 sets of Stainless Steel Gate together with railings as specified in plans
2. All welding works must comply with the Engineers approval

G. MISCELLANEOUS WORKS

The Contractor shall:

1. Provision of 12" Stainless Letterings as specified in plans
2. Provision of DoH and CVHPP Logo (12inch diameter)

VI. CONSTRUCTION CLEARANCES

The Contractor shall secure from the PITAHC/ 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. Electrical fixture, device, equipment installation clearance – verification of location, adherence to design specifications of electrical roughing.



PROGRAM OF WORK/PROJECT COST

ITEM	DESCRIPTION	COST
I	GENERAL REQUIREMENTS	
II	CONSTRUCTION OF PERIMETER FENCE PER SECTION	
	TOTAL DIRECT COST:	

BREAKDOWN EXPENDITURE	
Labor	
Materials	
Mobilization/Demobilization	
TOTAL DIRECT COST:	
OCM & Profit (Mark-up):	
VAT:	
TOTAL COST	
BREAKDOWN EXPENDITURE SUMMARY	
A. TOTAL DIRECT COST	
B. TOTAL MARK-UP	
C. VAT	
D. TOTAL COST (A+B+C)	

Name of the Authorized Representative

Name of Company

Date

And signature



BILL OF QUANTITIES

Name of Project : UPGRADING/IMPROVEMENT OF CAGAYAN VALLEY HERBAL PROCESSING PLANT PERIMETER FENCE

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/Temporary Structure Utilities And Services/Demobilization	1.00	lot				
	Provision of Protective Equipments(Safety Vest, Shoes and Hard Hat) for Workers incl.Visitors	10.00	sets				
	Standard Billboard(DOH and COA Standard)	1.00	sets				
	Removal of Existing Dilapidated Fence and Existing Gate (FRONT PORTION)	100.00	ln.m.				
	Hauling of Demolition Debris/ Waste	1.00	lot				
	SUB-TOTAL						
II	CONSTRUCTION OF PERIMETER FENCE						
1	EARTH WORKS						
	Excavation	3.30	cu.m.				
	Backfilling(from selected Borrow)	2.45	cu.m.				
	Gravel bedding	3.00	cu.m.				
	SUB-TOTAL						
2	CONCRETE & RSB WORKS						
	12mmx6.00mtrs-COLUMN main bars-Extension	25.00	pcs				
	10mmx6.00mtrs-COLUMN ties	36.00	pcs				
	2" x 4" x 5.00mm Stainless Tubular steel	35.00	pcs				
	#16 tie wire	14.00	kgs				
	Portland cement	45.00	bags				
	Wash sand	2.50	cu.m.				
	Wash Gravel	5.00	cu.m.				
	Lumber Forms Assorted (forms)	353.49	bdf				
	Assorted Nail	12.00	kgs				
	1/2" thick Phenolic Board(2 uses)	15.00	pcs				
	SUB-TOTAL						
3	MASONRY WORKS (A=90.50 sq.m.)						
	100mm thk CHB(4')	1250.00	pcs				
	Portland cement	102.00	bags				
	Screened Sand	8.50	cu.m.				
	10mm x 6.00 mtrs	75.00	pcs				
	#16 tie wire	15.00	kg				
	SUB-TOTAL						
4	PLASTERING WORKS (A=396.00 sq.m.)						
	Portland cement	131.00	bags				
	Puresand	14.50	cu.m.				
	SUB-TOTAL						
5	PAINTING WORKS(A=525.00 sq.m.)						
	Painting Outer and inner wall						
	Flat wall Latex-Elastomeric Paint	24.00	gals				



	Semi gloss latex-Elastomeric Paint	24.00	gals				
	Concrete Neutralizer	5.00	gals				
	Concrete Putty	3.00	gals				
	Paint Thinner	1.00	gals				
	Brush 4"	2.00	pcs				
	Roller Brush with Pan	2.00	set				
	Miscellaneous(rug,masking tape, pallete,etc)	1.00	lot				
	SUB-TOTAL						
6	CONSTRUCTION OF GATE - 2 sets						
	2" x 4" x 5.00mm Stainless Tubular steel	8.00	pcs				
	2" x 3" x 5.00mm Stainless Tubular steel	20.00	pcs				
	2" x 2" x 5.0mm Stainless Tubular steel	18.00	pcs				
	16mm dia. Tension Rod	2.00	sets				
	Welding rod (stainless)	25.00	kg				
	Barrel Hinge 5" (heavy duty)	4.00	pairs				
	Miscellaneous (buffing and other fixtures for gate)	1.00	lot				
	SUB-TOTAL						
7	ELECTRICAL WORKS						
	2" x 4" Utility Box	33.00	pcs				
	100mm x 300mm 10W-LED Lamp	33.00	set				
	1/2" Moldflex Flexible Pipe	1.00	roll				
	2.0mm THHN Wire	2.00	box				
	20A Circuit Breaker	1.00	set				
	Miscellaneous(Wires, Fixtures ,Devices and Roughing Ins)	1.00	lot				
	SUB-TOTAL						
8	MISCELLANEOUS WORKS						
	"PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE-10 inches" "CAGAYAN VALLEY HERBAL PROCESSING PLANT" (12" Stainless Letterings-Times New Roman incl. Installation)	89.00	pcs				
	Stainless DOH and CVHPP Acrylic Logo(12" diameter)	2.00	sets				
	SUB-TOTAL						
	TOTAL DIRECT COST						

Name of the Authorized Representative

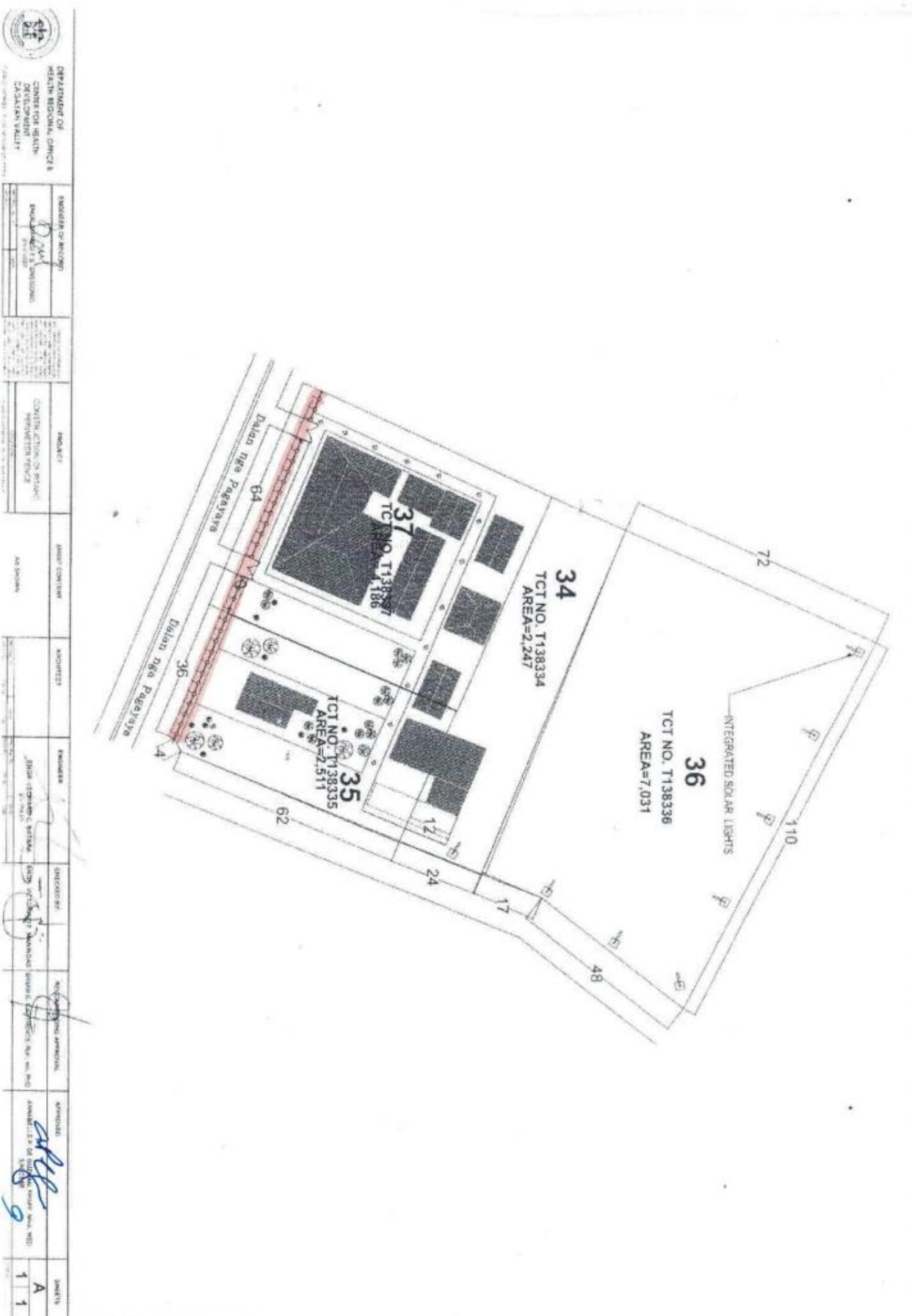
Name of Company

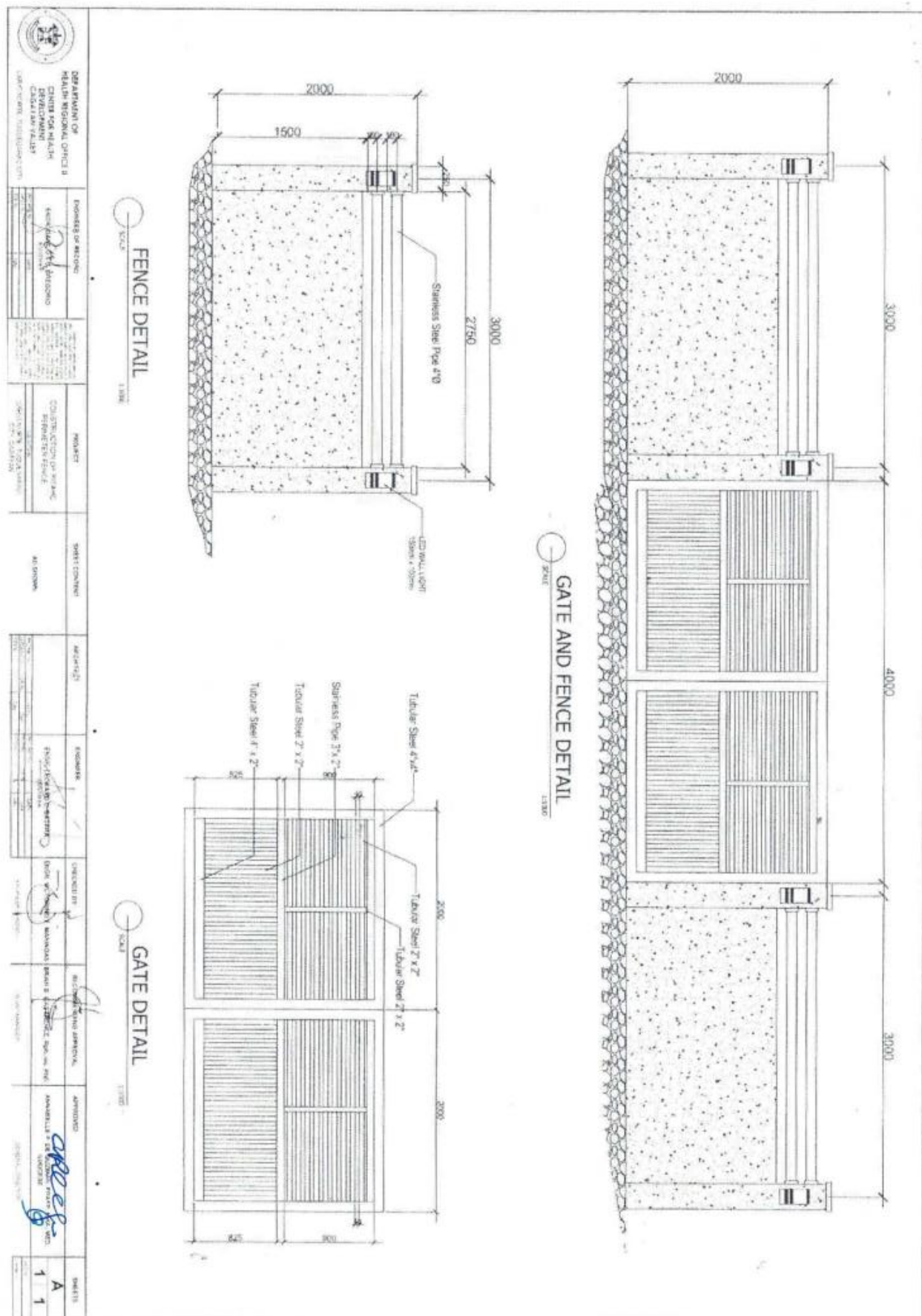
Date

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DRAWING PLAN LAY-OUT







TECHNICAL SPECIFICATIONS and
OTHER TERMS AND CONDITIONS COMPLIANCE

Scope of Works and Specifications	Compliance to Technical Specification (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
GENERAL WORKS	Yes ()	No ()	
• Summary of Works	Yes ()	No ()	
• Workmanship	Yes ()	No ()	
• Inspection of Site (with Certificate of Site Inspection)	Yes ()	No ()	
• Protection of Work and Property	Yes ()	No ()	
• Safety Requirements	Yes ()	No ()	
• Prohibitions	Yes ()	No ()	
• Project Coordination and Supervision	Yes ()	No ()	
• Submittals	Yes ()	No ()	
CLOSE OUT	Yes ()	No ()	
LAYOUT, MARKINGS AND ELEVATIONS	Yes ()	No ()	
FORMWORKS AND SCAFFOLDING	Yes ()	No ()	



CIVIL WORKS	Yes ()	No ()	
• Excavation Works	Yes ()	No ()	
• Concrete and RSB Works	Yes ()	No ()	
• Masonry Works incl. Plastering	Yes ()	No ()	
• Painting Works	Yes ()	No ()	
• Electrical Works	Yes ()	No ()	
• Construction of Gate	Yes ()	No ()	
• Miscellaneous Works	Yes ()	No ()	
CONSTRUCTION CLEARANCES	Yes ()	No ()	
<i>Delivery Schedule: Ninety (90) calendar days upon receipt of Notice to Proceed</i>	Yes ()	No ()	
<i>Delivery Site: PITAHC Cagayan Valley Herbal Processing Plant, Regional Government Center, Carig, Tuguegarao City.</i>	Yes ()	No ()	
<i>Payment Term: Request of Advance Payment, Progress Payment, and Payment in Full shall be subject to the GPPB Guidelines and COA issuances.</i>	Yes ()	No ()	
• <i>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.</i>	Yes ()	No ()	N/A ()



Conforme:

Name of the Authorized Representative

Name of Company

Date

And signature