



## REQUEST FOR PROPOSAL

Date: 27 October 2023

Reference: **RFP CO-23-040SVP**

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 **Two Hundred Thousand Pesos (Php200,000.00) inclusive of VAT and other applicable taxes**:

2.

PITAHC 2023 APP Ref	PR Number	Item Description
<b>50211030 00</b>	<b>23-10-0168</b>	<b>CONSULTANCY SERVICE FOR ELECTRICAL ASSESSMENT OF PITAHC LABORATORY</b>  (See Terms of Reference 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 **28 November 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:
  - a. Valid and current Mayor's/Business Permit
  - 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. Professional License/Curriculum Vitae
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: **within forty-five (45) calendar days upon receipt of Purchase Order (see Item IX of the Terms of Reference)**
3. Delivery Site: **PITAHC Central Office, Quezon City.**
4. Payment Term: **See Item X of the Terms of Reference.**
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 highest rated 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	Total Price (VAT exclusive) (in PhP)	Total Price (VAT inclusive) (in PhP)
<b>CONSULTANCY SERVICE FOR ELECTRICAL ASSESSMENT OF PITAHC LABORATORY</b> <i>(AS PER TERMS OF REFERENCE)</i>		

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 OF REFERENCE**

### **CONSULTANCY SERVICE FOR ELECTRICAL ASSESSMENT OF PITAHC LABORATORY**

#### **I. BACKGROUND**

The Purpose of this Terms of Reference (ToR) is to outline the scope, objectives, and responsibilities for conducting electrical assessment by a **Consultancy Firm** (which will be referred to this document as the **CONSULTANT**) at the Philippine Institute of Traditional and Alternative Health Care (PITAHC) Laboratory located at the 5th floor of PITAHC Central Office. The assessment shall include the electrical systems and safety compliance to identify areas for improvement and ensure efficient, safe, and reliable electrical operations at the PITAHC Laboratory.

#### **II. OBJECTIVES**

The objectives of the electrical assessment are as follows:

- a. To evaluate the overall condition performance of the electrical systems in the PITAHC Laboratory;
- b. To determine the most suitable and economical rehabilitation and/or restoration solutions in accordance with the latest Philippine Electrical Code (PEC) and National Building Code (NBC)
- c. To identify the potential risks and hazards that are related to electrical installations;
- d. To assess the compliance with the relevant electrical standards and regulations;
- e. To recommend possible improvements to enhance energy efficiency and cost-effectiveness; and
- f. To prepare and submit proposed electrical plans to improve electrical safety and mitigate potential risk.

#### **III. SCOPE**

##### **1. Electrical Assessment Phase:**

- 1.1. Evaluation of the electrical system from the 5th floor distribution panel up to the PITAHC laboratory (such as Inspection of electrical wiring, outlets, connections, and cable management, and grounding systems);
- 1.2. Review of electrical safety and protocols and adherence to industry standards;
- 1.3. Identification of potential power issues such as power surges that may affect the operation of the laboratory;
- 1.4. Assessment of emergency power backup systems, in coordination with PITAHC Representatives;
- 1.5. Submission of Electrical Assessment Report for the electrical findings and evaluation for the safety of its personnel and property signed and sealed by a duly licensed Professional Electrical Engineer (PEE); and
- 1.6. Provide two (2) sets of electrical plans (lighting layout, power layout, and single line diagram) for the existing electrical system of PITAHC Laboratory in A3 size paper signed and sealed by a duly licensed Professional Electrical Engineer (PEE).

##### **2. Design Development Phase:**

- 2.1. Conduct review of existing and proposed laboratory equipments and the power required for proper functioning; identify if there is a need for installation of additional protective electrical devices (e.g. surge protection device);



- 2.2. Provide two (2) sets of the Recommendation Report including the scope of work for the proposed plan, list of materials and other miscellaneous/consumables needed; and
- 2.3. Provide three (3) sets of the proposed electrical plans (lighting layout, power layout, single line diagram, load schedule) in A3 size paper signed and sealed by a duly licensed Professional Electrical Engineer (PEE).

#### **IV. RESPONSIBILITIES**

- a. The consultant shall be responsible for conducting the electrical assessment as per the defined scope and methodology. The consultant shall possess the necessary qualifications and expertise to execute the assessment effectively.
- b. The PITAHC shall be responsible for providing access to all relevant electrical systems, documents, and personnel necessary for the assessment. Cooperation with the consultant is expected throughout the process.

#### **V. APPROVED BUDGET**

The approved budget for this procurement is Two Hundred Thousand Pesos Only (PHP 200,000.00), inclusive of VAT.

#### **VI. INSPECTION OF SITE**

1. As part of the procurement requirement, the prospective consultant 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 consultant 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.

#### **VII. SAFETY REQUIREMENTS**

In order to ensure the safety of its personnel, the Consultant 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.

#### **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**

The electrical assessment shall commence upon receipt of Purchase Order and is expected to be completed within forty-five (45) calendar days. The timeline may be subject to adjustments based on the complexity of the assessment and cooperation from the Philippine Institute of Traditional and Alternative Health Care.

## **X. PAYMENT TERM**

Full payment shall be made within forty five (45) calendar days upon submission of documentary requirements:

1. Certificate of Completion and Acceptance
2. Electrical plans and drawings of existing PITAHC Laboratory electrical system
3. Electrical Assessment Report
4. Electrical plans and drawings of proposed PITAHC Laboratory electrical system
5. Recommendation Report including the scope of work for the proposed plan, list of materials and other miscellaneous/consumables needed, if any;
6. Statement of Account and/or Sales/Billing Invoice.

## **XI. QUALIFICATIONS OF THE CONSULTANT**

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

1. At least three (3) years of combined experience in providing electrical assessment in the public and/or private sectors; and
2. With fully-trained technical personnel

**2.1** Must have at least One (1) Professional Electrical Engineer (PEE) with experience in electrical engineering works and design.

## **XII. ADDITIONAL DOCUMENTARY REQUIREMENTS**

The following documents must be submitted by the interested consultancy firm/company in addition to the prescribed Documentary Requirements:

1. List of ongoing as well as previously awarded and completed contracts related to electrical assessment including amounts of contract;
2. List of fully-trained technical personnel with their Curriculum Vitae and Professional License/Certifications, if applicable.

## **XIII. CRITERIA FOR EVALUATION**

PITAHC shall adopt the Quality Cost Based Evaluation (QCBE) in assessing the consultant's competence and qualifications. For this purpose, the quality (*Technical Proposal*) is given a weight of sixty percent (60%) while the cost (*Financial Proposal*) is given a weight of forty percent (40%). The consultant must get at least 80% to qualify. These are allocated as follows:





CRITERIA	PERCENTAGE
<b>Technical Aspect (60%)</b>	
a. <i>Qualifications of the Consultant Proposed Professional Electrical Engineer Relevant to the Work:</i> Doctorate Degree or any equivalent – 80 points Master’s Degree – 65 points Bachelor’s Degree – 50 points With relevant trainings/seminars – 20 points	20%
b. <i>Experience and Capability of the Consultant Professional Electrical Engineer:</i> 10 years and above – 100 points 7 years to 9 years – 80 points 4 years to 6 years – 65 points 3 years – 50 points	20%
c. <i>Completed Contracts Similar to the Project:</i> 10 and above Similar Contracts – 100 points 7- 9 Similar Contracts – 80 points 4- 6 Similar Contracts – 65 points 1-3 Similar Contracts – 50 points	20%
<b>Financial Proposal (40%)</b>	
<i>Price Quotation</i>	40%
<b>TOTAL</b>	<b>100%</b>

**XIV. CONFIDENTIALITY:**

All information obtained during the electrical assessment, including the findings, reports, and discussions, shall be treated with strict confidentiality and used solely for the purpose of the assessment.

**XV. AMENDMENTS:**

Any changes or amendments to this Terms of Reference shall be mutually agreed upon in writing by both the consultant and PITAHC.



TECHNCIAL SPECIFICATIONS (TERMS OF REFERENCE) COMPLIANCE

Terms and Conditions / Technical Specifications / Terms of Reference	Compliance to Terms and Conditions / Technical Specifications / Terms of Reference (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
CONSULTANCY SERVICE FOR ELECTRICAL ASSESSMENT OF PITAHC LABORATORY BY A CONSULTANCY FIRM	Yes ( )	No ( )	
SCOPE OF SERVICES: <b>As per Item III of the Terms of Reference</b>	Yes ( )	No ( )	
• 1. Electrical Assessment Phase	Yes ( )	No ( )	
• 2. Design Development Phase	Yes ( )	No ( )	
RESPONSIBILITIES: <b>As per Item IV of the Terms of Reference</b>	Yes ( )	No ( )	
INSPECTION OF SITE: <b>As per Item VI of the Terms of Reference</b>	Yes ( )	No ( )	
SAFETY REQUIREMENTS: <b>As per Item VII of the Terms of Reference</b>	Yes ( )	No ( )	
PROHIBITIONS: <b>As per Item VIII of the Terms of Reference</b>	Yes ( )	No ( )	
QUALIFICATIONS OF CONSULTANT : <b>As per Item XI of the Terms of Reference</b>	Yes ( )	No ( )	
ADDITIONAL DOCUMENTARY REQUIREMENTS: <b>As per Item XII of the Terms of Reference</b>	Yes ( )	No ( )	
CRITERIA FOR EVALUATION: <b>As per Item XIII of the Terms of Reference</b>	Yes ( )	No ( )	





CONFIDENTIALITY: <b>As per Item XIV of the Terms of Reference</b>	Yes ( )	No ( )	
AMENDMENTS: <b>As per Item XV of the Terms of Reference</b>	Yes ( )	No ( )	
• Delivery Schedule: <b>within 45 calendar days upon receipt of Purchase Order (as per Item IX of the Terms of Reference)</b>	Yes ( )	No ( )	
• Delivery Site: <b>PITAHC Central Office, Quezon City</b>	Yes ( )	No ( )	
• Terms of Payment: <b>As per Item X of the Terms of Reference</b>	Yes ( )	No ( )	
• As part of the submission aside from Item No. 5 of the RFP and the Price Proposal Form, <b>bidder shall submit a Certificate of Satisfactory Completion/Performance for those who have previous contracts with PITAHC, if applicable.</b>	Yes ( )	No ( )	N/A ( )

Conforme:

\_\_\_\_\_  
Name of the Authorized Representative  
And signature

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Date