



REQUEST FOR PROPOSAL

Date: 13 March 2024

Reference: RFP CO-24-012SVP

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 **One Hundred Thirteen Thousand Three Hundred Thirty-Three Pesos and 33/100 Cts. (PhP113,333.33)** inclusive of VAT and other applicable taxes:

2.

PITAHC 2024 APP Ref	PR Number	Item Description
5021305099	24-01-0020	COMPREHENSIVE PREVENTIVE MAINTENANCE AND REPAIR OF THE GENERATOR SET OF THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE FOR CALENDAR YEAR 2024 <i>(See Terms and Conditions 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 bac@pitahc.gov.ph. The proposal shall be received until **22 March 2024, 12:00NN**.
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 2023
 - 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. **Louie Sibug** at telephone no. (02) 8282-8194 loc 542.

(Sgd.)

ATTY. KEENTH N. ALMEÑE
Chairperson, PITAHC BAC



TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule: **See Item IV of the Terms and Conditions**
3. Delivery Site: **PITAHC Central Office, Quezon City.**
4. Payment Term: **See Item VII 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	Total Price (VAT exclusive) (in PhP)	Total Price (VAT inclusive) (in PhP)
COMPREHENSIVE PREVENTIVE MAINTENANCE AND REPAIR OF THE GENERATOR SET OF THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE FOR CALENDAR YEAR 2024 (AS PER THE TERMS AND CONDITIONS)		

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: _____



BREAKDOWN OF FINANCIAL PROPOSAL

Quarterly Price Offer (A)	Total Contract Price Offer (Total A x B)
PhP _____	PhP _____
Number of Quarters (B)	
Four (4)	



TERMS AND CONDITIONS

I. BACKGROUND/RATIONALE

In order to guarantee the operational lifespan of the 60kva generator set of the Philippine Institute of Traditional and Alternative Health Care (PITAHC) and to prevent any incident that may impede its continuous function, this Terms and Conditions calls for a Service Provider for the comprehensive preventive maintenance and repair of the said equipment.

II. OBJECTIVE

To engage the services of a Service Provider who is duly authorized and has the necessary expertise, experience, and capacity to maintain and repair, and/or replace the parts and/or accessories, of PITAHC's generator set.

III. SCOPE OF SERVICES

1. The Scope of Services shall cover the comprehensive preventive maintenance and repair of PITAHC's 60kva generator set, including:
 - 1.1 The supply of all labor, materials, equipment, and technical expertise as well as all the operations necessary for its preventive maintenance services;
 - 1.2 The supply of labor, equipment, and technical expertise for any needed/identified repair, including the installation and testing of all consumables, parts, and/or accessories for replacement; and
 - 1.3 In case/s of repair wherein consumables, parts, and/or accessories have to be replaced, the Service Provider shall submit a list of, and a formal quotation for, the materials needed to conduct such repair, and this shall be subject to PITAHC's review, processing, and approval.
2. **General Scope of Services for the Preventive Maintenance**
 - 2.1 Inspect, check, and test the generator set components and functions, including, but not limited to, the following:
 - 2.1.1 engine, generator, fuel tank, and cooling system for leakage;
 - 2.1.2 transfer switch for proper operation;
 - 2.1.3 air filters;
 - 2.1.4 all the mechanical and electrical connections;
 - 2.1.5 electrical connections for tightness and evidence of corrosion;
 - 2.1.6 fuel filter for contamination;
 - 2.1.7 all the battery cells for electrolyte fill level;
 - 2.1.8 terminal connections of the batteries;
 - 2.1.9 fan belts for correct tension and wear, and adjust as necessary;
 - 2.1.10 control panel settings;
 - 2.1.11 automatic start-up capability; and



2.1.12 all the auxiliary equipment for correct operation.

2.2 Replace oil filter, fuel filter, and fuel separator.

2.3 Correct all the defects found during inspection and testing that will not require the replacement of any damaged/impaired consumable, part, and/or accessory. In case a consumable, part, and/or accessory needs to be replaced, the Service Provider shall submit a list of, and a formal quotation for, the materials needed to conduct such repair.

2.4 Record all inspection, testing, and corrective actions, and submit all the required reports to PITAHC.

3. Technical Support Services

3.1 All throughout the contract period, the Service Provider shall be available to respond to all queries on various issues related to the generator set as well as to requests that require urgent support.

3.2 Technical support shall be provided in situations that require the presence of the Service Provider's technical personnel, especially if urgently needed to perform repair and maintenance services to the generator set.

3.3 The Service Provider shall ensure the prompt submission of all the required service reports and accomplishment reports for review and reference of PITAHC.

4. Special Provisions

4.1 The Service Provider shall ensure that the implementation of the contract will not, in any way, cause any disruption/disturbance in the operations of PITAHC.

4.2 During the implementation of the contract, the Service Provider shall ensure that no chemicals, materials, and equipment will endanger the safety and health of anyone within the PITAHC building and premises.

4.3 The Service Provider shall be fully responsible and liable for any injury to anyone within the PITAHC building and premises, and for any damage, loss, or destruction of any property and/or installation of PITAHC, when such injury, damage, loss, and destruction shall be due to the fault and negligence of the Service Provider.

IV. CONTRACT PERIOD

The contract period shall be for **twelve (12) months**, and shall commence from the date of receipt of the Notice to Proceed by the Service Provider. During this period, the Service Provider shall conduct **four (4) preventive maintenance services** (*one per quarter*), aside from any emergency and/or unscheduled repair services needed, as determined by PITAHC or the Service Provider.

In the event that the Service Provider fails to comply with the schedules of the comprehensive preventive maintenance of the generator set due to any cause beyond its reasonable control including, but not limited to, acts of God, government act, fire, flood, explosion, or strike, a month-to-month extension shall be automatically applied to the contract period, without the need to execute an Extension Contract and at no additional cost to PITAHC.

The extension of the contract, if any, shall be subject to the conditions as stated in GPPB Resolution No. 23-007 on the *Revised Guidelines on the Extension of Contracts for General Support Services*.

V. APPROVED BUDGET

The approved budget for this procurement is **One Hundred Thirteen Thousand Three Hundred Thirty-Three Pesos and Thirty-Three Centavos (PHP 113,333.33)**, inclusive of VAT.



VI. DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER

1. Ensure that the Scope of Services is conducted and completed based on the submitted and approved schedule.
2. Assign trained and qualified technical personnel for the provision of repair and maintenance services.
3. Coordinate with PITAHC regarding the execution of the Purchase Order, and obtain PITAHC's approval for any pertinent detail concerning the services to be rendered.
4. Ensure that all the materials, tools, and equipment that will be used shall be of the required quality used in good commercial trade practice and shall essentially be the standard products of reputable manufacturers.
5. Ensure that all its technical personnel will comply with the wearing of appropriate company uniform and ID.
6. Provide its technical personnel with the appropriate personal protective equipment.
7. Ensure that all its technical personnel will abide by PITAHC's safety procedures and protocols, including the wearing of face mask, if warranted.
8. Clean the work area and any other space that will be affected by the repair and maintenance services.
9. Turn-over to PITAHC all the waste materials that will be generated from any repair activity.

VII. TERMS OF PAYMENT

For every completed preventive maintenance service and/or repair service based on the submitted and approved schedule, PITAHC shall pay the Service Provider within thirty (30) days upon:

1. Completion of the services rendered;
2. Inspection and acceptance by PITAHC of the completed maintenance and/or repair services; and
3. Submission by the Service Provider of the billing statement, corresponding service and accomplishment reports, and other documentary requirements.

VIII. QUALIFICATIONS OF THE SERVICE PROVIDER

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

1. With at least three (3) years of combined experience in providing comprehensive repair and maintenance services of generator sets in the government/public and/or private sectors; and
2. With fully-trained technical personnel who are equipped in providing the comprehensive services, specifically for the repair and maintenance of PITAHC's generator set.

IX. DOCUMENTARY REQUIREMENTS

In addition to the requirements under Appendix A of Annex "H" of the 2016 Revised IRR of RA 9184, the interested Service Provider shall also submit the following documents for the purpose of technical evaluation:

1. List of completed and ongoing projects; and



2. List of technical personnel with their Curriculum Vitae indicating the relevant trainings and certifications, and Professional License, 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)
SCOPE OF SERVICES: As per Item III of the Terms and Conditions	Yes ()	No ()	
CONTRACT PERIOD Provisions: As per Item IV of the Terms and Conditions	Yes ()	No ()	
DUTIES & RESPONSIBILITIES OF THE SERVICE PROVIDER: As per Item VI of the Terms and Conditions	Yes ()	No ()	
QUALIFICATIONS OF THE SERVICE PROVIDER: As per Item VIII of the Terms and Conditions	Yes ()	No ()	
ADDITIONAL DOCUMENTARY REQUIREMENTS: As per Item IX of the Terms and Conditions	Yes ()	No ()	
• Delivery Schedule: As per Item IV of the Terms and Conditions	Yes ()	No ()	
• Delivery Site: PITAHC Central Office, Quezon City	Yes ()	No ()	
• Terms of Payment: As per Item VII of the Terms and Conditions	Yes ()	No ()	
• 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.	Yes ()	No ()	N/A ()

Conforme:



Name of the Authorized Representative
And signature

Name of Company

Date