



REQUEST FOR PROPOSAL

Date: April 18, 2024

Reference: **RFP CO-24-018SVP**

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 Thirty-Three Thousand Two Hundred Eighty-Two Pesos and Sixty-Seven Centavos (PHP 133,282.67) inclusive of VAT and other applicable taxes:**

2.

PITAHC 2024 APP Ref	PR Number	Item Description
5021305002	24-04-0073	REPAIR OF THE AIR-CONDITIONING UNITS IN THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE (See Terms and Conditions for detailed information)

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 April 2024, 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
 - 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 the BAC Secretariat at telephone no. (02) 8282-5194.

(Sgd.)
ATTY. KEENTH ALMEÑE
Chairperson, PITAHC BAC



TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule: **Forty-five (45) calendar days** from the date of receipt of the Notice to Proceed by the Service Provider
3. Delivery Site: **PITAHC Central Office, Quezon City**
4. Payment Term: **As per Sec. VIII 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.



TERMS AND CONDITIONS

I. BACKGROUND/RATIONALE

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 the 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 Philippine Institute of Traditional and Alternative Health Care (PITAHC) building are done regularly. However, some ACUs also need corrective maintenance to repair and replace their defective parts.

In view of this, PITAHC intends to engage the services of a Service Provider with the necessary expertise, experience, and capacity to repair the defective ACUs in order to properly ventilate and provide conducive work areas.

II. INCLUSIONS

1. Supply, delivery, installation, testing, and commissioning of the parts for the repair of the ACUs; and
2. Provision of equipment, tools, materials, supplies, and consumables needed for the repair, installation, testing, and commissioning of the ACUs such as, but not limited to, copper tubes, communication wires, PVC drain pipes, breakers, and metal brackets.

III. OBJECTIVE

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

IV. SCOPE OF WORKS AND SPECIFICATIONS

1. Relocation of the Drainage Pipe

1. **Location of the ACU:**

- 1.1. *Fourth Floor* – Carrier 2 HP Wall Mounted ACU
 - One (1) unit, Labanos Room

2. **Scope of Works:**

- 2.1. Dismantling of the existing defective drain pipe;
- 2.2. Chipping of walls for mounting of the new drain line;
- 2.3. Connecting the drain pipe to the indoor unit, and the end pipe to the proper water drainage of the building;
- 2.4. Affixing all pipes to the walls with the use of clamps and sealing



the gaps on the connections;

- 2.5. Restoring any damage brought about by the relocation of the drainage pipe, including painting works; and
- 2.6. Testing the ACU to ensure the complete and correct relocation of the drainage pipe.

2. Replacement of the Thermostat

1. *Location of the ACU:*

- 1.1. *Second Floor* – Carrier 3 TR Floor Mounted ACU
 - One (1) unit, Commission on Audit (COA) Office

2. *Scope of Works:*

- 2.1. Shutting down the power source;
- 2.2. Disconnecting the wiring connections;
- 2.3. Replacing the defective thermostat;
- 2.4. Reconnecting all the necessary wiring connections; and
- 2.5. Testing the ACU to ensure the complete and correct installation of the thermostat.

3. Replacement of the Drain Pump

1. *Location of the ACU:*

- 1.1. *Second Floor* – Carrier 5 TR Ceiling Cassette ACU
 - One (1) unit, Audio-Visual Room

2. *Scope of Works:*

- 2.1. Shutting down the power source;
- 2.2. Dismantling the ACU housing;
- 2.3. Replacing the defective drain pump with a new one;
- 2.4. Reconnecting all the necessary wiring connections; and
- 2.5. Testing the ACU to ensure the complete and correct installation of the drain pump.

4. Re-insulation of the Copper Tubes

1. *Location of the ACUs:*

- 1.1. *Third Floor* – Carrier 2 HP Wall Mounted ACUs



- One (1) unit, Office of the Chief Administrative Officer
- One (1) unit, Information and Communications Technology (ICT) Room

1.2. *Fourth Floor* – Carrier 2 HP Wall Mounted ACUs

- One (1) unit, Sambong Room
- One (1) unit, Papaya Room
- One (1) unit, Labanos Room
- One (1) unit, Kamias Room
- One (1) unit, Cucumber Room
- One (1) unit, Akapulko Room
- One (1) unit, Bayabas Room

2. **Scope of Works:**

- 2.1. Shutting down the power source;
- 2.2. Creating a manhole to access the piping;
- 2.3. Replacing the deteriorated rubber insulation and polyethylene tape with new ones; and
- 2.4. Checking and testing the insulation for any leak.

5. **Supply of Remote Control**

1. **Location of the ACUs:**

1.1. *Fourth Floor* – Carrier 2 HP Wall Mounted ACUs

- One (1) unit, Papaya Room
- One (1) unit, Kamias Room
- One (1) unit, Cucumber Room
- One (1) unit, Bayabas Room
- One (1) unit, Akapulko Room

6. **Replacement of the Fan Motor**

1. **Location of the ACU:**

1.1. *Third Floor* – Carrier 2 HP Wall Mounted ACU

- One (1) unit, Office of the Chief Administrative Officer

2. **Scope of Works:**

- 2.1. Shutting down the power source;
- 2.2. Dismantling the ACU housing;
- 2.3. Replacing the defective fan motor with a new one;
- 2.4. Reconnecting all the necessary wiring connections; and



- 2.5. Testing the ACU to ensure the complete and correct installation of the fan motor.

V. CONTRACT PERIOD

The contract period shall be **forty-five (45) calendar days**, and this shall commence from the date of receipt of the Notice to Proceed by the Service Provider.

The Service Provider shall be liable to a penalty of one-tenth of one percent (0.1%) of the cost of the undelivered services for every day of delay. Once the aggregate amount of penalties or liquidated damages, by reason of the inordinate delay, reaches ten percent (10%) of the cost, PITAHC shall rescind the Purchase Order, without prejudice to other courses of action and remedies available under the circumstances.

VI. APPROVED BUDGET

The approved budget for this procurement is **One Hundred Thirty-Three Thousand Two Hundred Eighty-Two Pesos and Sixty-Seven Centavos (PHP 133,282.67)**, inclusive of VAT.

VII. DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER

1. Ensure that the Scope of Works is conducted and completed based on the submitted and approved schedule.
2. Assign trained and qualified technical personnel for the provision of repair services.
3. Coordinate with PITAHC on 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 provided 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 areas and any other space that will be affected by the repair services.



9. Turn-over to PITAHC all the waste materials that will be generated from all the repair services.

VIII. TERMS OF PAYMENT

PITAHC shall pay the Service Provider within thirty (30) days upon:

1. Completion of all the required repair services as per issued Purchase Order;
2. Inspection and acceptance by PITAHC of all the completed repair services; and
3. Submission by the Service Provider of the billing statement, corresponding service and accomplishment reports, and other documentary requirements.

IX. 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 repairs and maintenance services for ACUs in the public and/or private sectors; and
2. With fully-trained technical personnel.

X. 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.



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/s as follows:

Item Description	Price (in PhP)	Total Price (VAT inclusive) (in PhP)
REPAIR OF THE AIR-CONDITIONING UNITS IN THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE <i>As per the Terms and Conditions</i>		

Amount in Words:

The above-quoted price/s is/are inclusive of **all costs** and applicable taxes.

Very truly yours,

Signature :

Printed Name :

Date :

Company Name :

Contact Number :

PHILGEPS Registration Number:



BREAKDOWN OF PROPOSAL
REPAIR OF THE AIR-CONDITIONING UNITS IN THE
PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE
As per the Terms and Conditions

Item Description	Unit Price in PhP	Total Price in PhP
INCLUSIONS:		
1. Relocation of the Drainage Pipe 1. Location of the ACU: 1.1. <i>Fourth Floor</i> – Carrier 2 HP Wall Mounted ACU ▪ One (1) unit , Labanos Room	PhP	PhP
2. Replacement of the Thermostat 1. Location of the ACU: 1.1. <i>Second Floor</i> – Carrier 3 TR Floor Mounted ACU ▪ One (1) unit , Commission on Audit (COA) Office	PhP	PhP
3. Replacement of the Drain Pump 1. Location of the ACU: 1.1. <i>Second Floor</i> – Carrier 5 TR Ceiling Cassette ACU ▪ One (1) unit , Audio-Visual Room	PhP	PhP
4. Re-insulation of the Copper Tubes 1. Location of the ACUs: 1.1. <i>Third Floor</i> – Carrier 2 HP Wall Mounted ACUs ▪ One (1) unit , Office of the Chief Administrative Officer ▪ One (1) unit , Information and Communications Technology (ICT) Room 1.2. <i>Fourth Floor</i> – Carrier 2 HP Wall Mounted ACUs ▪ One (1) unit , Sambong Room ▪ One (1) unit , Papaya Room ▪ One (1) unit , Labanos Room ▪ One (1) unit , Kamias Room ▪ One (1) unit , Cucumber Room ▪ One (1) unit , Akapulko Room ▪ One (1) unit , Bayabas Room	PhP PhP PhP PhP PhP PhP PhP PhP	PhP PhP PhP PhP PhP PhP PhP PhP



<div>5. Supply of Remote Control 1. Location of the ACUs: 1.1. <i>Fourth Floor</i> – Carrier 2 HP Wall Mounted ACUs<ul style="list-style-type: none">▪ One (1) unit, Papaya Room▪ One (1) unit, Kamias Room▪ One (1) unit, Cucumber Room▪ One (1) unit, Bayabas Room▪ One (1) unit, Akapulko Room</div>	<div>PhP PhP PhP PhP PhP</div>	<div>PhP PhP PhP PhP PhP</div>
<div>6. Replacement of the Fan Motor 1. Location of the ACU: 1.1. <i>Third Floor</i> – Carrier 2 HP Wall Mounted ACU<ul style="list-style-type: none">▪ One (1) unit, Office of the Chief Administrative Officer</div>	<div>PhP</div>	<div>PhP</div>
<div>TOTAL</div>		



TECHNICAL SPECIFICATIONS COMPLIANCE

Technical Specifications	Compliance to Technical Specifications (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
REPAIR OF THE AIR-CONDITIONING UNITS IN THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE			
INCLUSIONS As per Sec. II of the Terms and Conditions	Yes ()	No ()	
SCOPE OF WORKS AND SPECIFICATIONS As per Sec. IV of the Terms and Conditions	Yes ()	No ()	
CONTRACT PERIOD As per Sec. V of the Terms and Conditions	Yes ()	No ()	
DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER As per Sec. VII of the Terms and Conditions	Yes ()	No ()	
QUALIFICATIONS OF THE SERVICE PROVIDER As per Sec. IX of the Terms and Conditions	Yes ()	No ()	
DOCUMENTARTY REQUIREMENTS As per Sec. X of the Terms and Conditions	Yes ()	No ()	
OTHER TERMS:			
Delivery Term: Forty-five (45) calendar days from the date of receipt of the Notice to Proceed by the Service Provider	Yes ()	No ()	
Delivery Site: PITAHC Central Office, Quezon City	Yes ()	No ()	
Payment Term: As per Sec. VIII of the Terms and Conditions	Yes ()	No ()	



Certificate of Satisfactory Completion/Performance for those who have previous contracts with PITAHC, if applicable.	Yes ()	No ()	N/A
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Conforme:

_____ Name of the Authorized Representative And signature	_____ Name of Company	_____ Date
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