



**REQUEST FOR PROPOSAL**

Date: 29 August 2024

Reference: **RFP CO-24-033SVP**

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 **Two Hundred Thousand Pesos Only (Php200,000.00)** inclusive of VAT:

2.

PITAHC 2024 APP Ref	PR Number	Item Description
5060405002	24-08-0182	<b>SUPPLY, DELIVERY, INSTALLATION, TESTING, AND COMMISSIONING OF THE AIR CONDITIONING UNITS FOR THE RESEARCH AND DEVELOPMENT DIVISION AND THE LABANOS ROOM</b>  <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 or bidder's authorized representative 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 **04 September 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:
- 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)*
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 **Mr. Louie C. Sibug** at telephone no. (02) 8282-5194 local 542.

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



### GENERAL TERMS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule: within twenty (20) calendar days from the date of receipt of the Purchase Order
3. Delivery Site: **PITAHC Central Office, Matapang st., Quezon City**
4. Payment Term: See Item 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)
SUPPLY, DELIVERY, INSTALLATION, TESTING, AND COMMISSIONING OF THE AIR CONDITIONING UNITS FOR THE:		
RESEARCH AND DEVELOPMENT DIVISION (as per Specifications)	PhP	PhP
LABANOS ROOM (as per Specifications)	PhP	PhP
TOTAL:		PhP

Amount in Words (TOTAL): \_\_\_\_\_

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 COMPLIANCE

Terms and Conditions	Compliance to Terms and Conditions / Technical Specifications (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
<p><b>INCLUSIONS:</b> As per Item I of the Terms and Conditions</p> <p>1. Dismantling of the unserviceable units;</p> <p>2. Supply, delivery, installation, testing, and commissioning of the floor-mounted and wall mounted ACUs; and</p> <p>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.</p>	Yes ( )	No ( )	
<p><b>SPECIFICATIONS:</b> As per Item II of the Terms and Conditions</p> <p><b>1. One (1) unit, 3 TR Floor-Mounted, Inverter Type Air Conditioning Unit</b> (Location: Ground Floor Office Area – Research and Development Division)</p> <ul style="list-style-type: none"><li>Minimum EER: 10 BTU/W-hr</li><li>Power Supply: 230 V</li><li>Range of the Indoor Unit Dimension (W x D x H): Minimum 500 x 300 x 1800 mm, Maximum 700 x 500 x 2000 mm</li><li>With Remote Controller</li><li>At least one (1) year warranty on parts and services</li><li>At least five (5) years warranty on compressor</li></ul> <p><b>2. One (1) unit, 1.5HP Wall-Mounted, Inverter Type Air Conditioning Unit</b> (Location: Fourth Floor – Labanos Room)</p> <ul style="list-style-type: none"><li>Minimum EER: 10 BTU/W-hr</li><li>Power Supply: 230 V</li><li>Range of the Indoor Unit Dimension (W x D x H): Minimum 180 x 200 x 200 mm, Maximum 850 x 300 x 300 mm</li><li>With Remote Controller</li><li>At least one (1) year warranty on</li></ul>	Yes ( )	No ( )	



parts and services <ul style="list-style-type: none"><li>At least five (5) years warranty on compressor</li></ul>			
<p><b>SCOPE OF WORKS:</b> As per Item III of the Terms and Conditions</p> <ol style="list-style-type: none"><li>Dismantling the existing unserviceable indoor and outdoor units including the copper tubes;</li><li>Setting-up and mounting the new indoor and outdoor units;</li><li>Securing the indoor units with mounting brackets/stands and accessories;</li><li>Securing the outdoor units with sufficient metal brackets/stands and accessories;</li><li>Installing and connecting the copper tubes from the indoor units to the outdoor units;</li><li>Installing the rubber insulation and polyethylene tape on chilled pipes;</li><li>Connecting the required pipes, tubes, and cables between the indoor and outdoor units and the breaker;</li><li>Checking the electrical connections of the indoor and outdoor units;</li><li>Bleeding the air and humidity from the refrigerant circuit;</li><li>Testing all the valves and joints for leaks;</li><li>Tapping the feeder lines to the nearest power supply;</li><li>Connecting the drain pipes into the proper water drainage system;</li><li>Affixing all the pipes to the walls with the use of clamps;</li><li>Restoring works for any damage brought about by the installation; and</li><li>Testing the installed units to ensure their complete and correct installation.</li></ol>	Yes ( )	No ( )	
<p><b>INSPECTION OF SITE:</b> As per Item V of the Terms and Conditions</p> <ol style="list-style-type: none"><li>As part of the procurement requirement, the prospective Service Provider shall conduct an initial site</li></ol>	Yes ( )	No ( )	



<p>inspection to secure a Certificate of Site Inspection, which shall be issued by PITAHC and shall be submitted as part of the technical proposal.</p> <p>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.</p>			
<p><b>PROTECTION OF WORK AND PROPERTY:</b> As per Item VI of the Terms and Conditions</p> <p>The Service Provider shall protect the work and property of PITAHC by:</p> <ol style="list-style-type: none"><li>1. Providing site protections and signs relative to the installation;</li><li>2. Ensuring that all materials are stacked in a stable and self-supporting manner;</li><li>3. Installing sufficient scaffoldings and bracings, whenever necessary;</li><li>4. Employing competent professionals and laborers to oversee the dismantling, installation, testing, and commissioning works;</li><li>5. Ensuring that the installation conforms to the provisions of the Electrical Engineering Law (Republic Act [RA] 7920), Fire Code (RA 9514), and other applicable laws and regulations;</li><li>6. Keeping all access ways, including stairways and passageways, free from obstructions at all times;</li><li>7. Taking due care to protect the existing structures which may be affected by the work to be implemented;</li><li>8. Repairing all damages that may incur due to failure to provide protection, without any additional cost to PITAHC;</li><li>9. Thoroughly cleaning the work areas including all areas affected by the installation, testing, and commissioning activities; and</li><li>10. Leaving the premises clean,</li></ol>	Yes ( )	No ( )	



neat and orderly, and removing stains, spots, blemishes and other dirt from the finished work.			
<p><b>SAFETY REQUIREMENTS:</b> As per Item VII of the Terms and Conditions</p> <p>In order to ensure the safety of its workers as well as of the PITAHC personnel, the Service Provider shall:</p> <ol style="list-style-type: none"><li>1. Ensure that the standard safety procedures and related protocols or guidelines issued by the appropriate government agencies shall be applied and complied with;</li><li>2. Ensure that its workers wear face masks while inside the PITAHC building; and</li><li>3. Ensure that its workers are in proper safety attire/uniform.</li></ol>	Yes ( )	No ( )	
<p><b>PROHIBITIONS:</b> As per Item VIII of the Terms and Conditions</p> <p>The following are prohibited acts inside the PITAHC building, premises as well as work and storage areas for the duration of the project:</p> <ol style="list-style-type: none"><li>1. Smoking;</li><li>2. Drinking alcoholic beverages;</li><li>3. Using illegal drugs and other prohibited substances;</li><li>4. Gambling of any type;</li><li>5. Carrying items determined by PITAHC as "<i>deadly instruments</i>";</li><li>6. Sleeping in the work areas;</li><li>7. Having meals and/or snacks within the work areas; and</li><li>8. Using the elevator unnecessarily except when transporting large equipment, tools, materials, supplies, and consumables to the work areas, or in case of emergency.</li></ol>	Yes ( )	No ( )	
<p><b>DELIVERY TERM:</b> As per Item IX of the Terms and Conditions</p> <p>within twenty (20) calendar days from the date of receipt of the Purchase Order</p>	Yes ( )	No ( )	





<p><b>PAYMENT TERM:</b> As per Item X of the Terms and Conditions</p> <p>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:</p> <ol style="list-style-type: none"><li>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 ACUs;</li><li>2. Certificate of Service Warranty for the completed works;</li><li>3. Delivery Receipt/s;</li><li>4. Statement/s of Account and/or Sales/Billing Invoice/s; and</li><li>5. Service Report/s.</li></ol>	Yes ( )	No ( )	
<p><b>QUALIFICATIONS OF THE SERVICE PROVIDER:</b> As per Item XI of the Terms and Conditions</p> <p>Aside from the eligibility requirements as provided in the Updated 2016 Revised Implementing Rules and Regulations (IRR) of RA 9184, the Service Provider must possess the following necessary technical qualifications:</p> <ol style="list-style-type: none"><li>1. At least three (3) years' experience in supplying, delivering, installing, testing, and commissioning of ACUs in the government/public and/or private sectors; and</li><li>2. With fully trained technical personnel.</li></ol>	Yes ( )	No ( )	
<p><b>ADDITIONAL DOCUMENTARY REQUIREMENTS:</b> As per Item XII of the Terms and Conditions</p> <p>In addition to the requirements under Appendix A of Annex "H" of the Updated 2016 Revised IRR of RA 9184, the interested Service Provider shall also submit the following documents for the purpose of technical evaluation:</p> <ol style="list-style-type: none"><li>1. Brochure/Catalogue indicating the specifications, and document reflecting the warranty for the proposed ACUs;</li></ol>	Yes ( )	No ( )	





<div>2. List of ongoing as well as previously awarded and completed contracts related to ACU projects including the amounts of the contracts; and</div> <div>3. List of fully trained technical personnel with their Curriculum Vitae and Professional License/Certifications, if applicable.</div>			
<div>▪ <b>Delivery Site:</b> PITAHC Central Office, Quezon City</div>	Yes ( )	No ( )	
<div>▪ 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</b>, if applicable.</div>	Yes ( )	No ( )	N/A ( )

Conforme:

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

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

\_\_\_\_\_  
Date