



**REQUEST FOR PROPOSAL**

Date: 22 October 2024

Reference: **RFP CO-24-035SVP**

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 **One Hundred Ninety-Six Thousand Seven Hundred Pesos (PhP196,700.00)** inclusive of VAT.

2.

PITAHC 2024 APP Ref	PR Number	Item Description
5060405002	24-08-0187	<b>SUPPLY AND INSTALLATION OF SURGE PROTECTION DEVICES FOR THE PITAHC BUILDING (2<sup>ND</sup> REPOSTING)</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 **28 October 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 **forty-five (45) calendar days**, and this shall commence from the date of receipt of the Purchase Order or contract by the Service Provider
3. Delivery Site: **PITAHC Central Office, Matapang st., Quezon City**
4. Payment Term: As per Item IX 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)
<b>SUPPLY AND INSTALLATION OF SURGE PROTECTION DEVICES FOR THE PITAHC BUILDING, 1 LOT</b>  (2 <sup>ND</sup> REPOSTING)		
<b>TOTAL:</b>		<b>PhP</b>

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: \_\_\_\_\_



BREAKDOWN OF PROPOSAL

Item Description	Unit Price (in PhP)	Total Price (in PhP) <i>Qty x Unit Price</i>
SUPPLY AND INSTALLATION OF SURGE PROTECTION DEVICES FOR THE PITAHC BUILDING		
<u>One (1) unit</u> , 80-100 kA, 220-240 V, Three Phase, Surge Protection Device With circuit breaker and panel box	PhP	PhP
<u>Three (3) units</u> , 25-50 kA, 220-240 V, Single Phase, Surge Protection Device With circuit breaker and panel box per Surge Protection Device	PhP	PhP
TOTAL	PhP	PhP

Conforme:

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

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

\_\_\_\_\_  
Date



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 III of the Terms and Conditions</p> <p>1. Supply, delivery, installation, testing, and commissioning of the SPDs; and</p> <p>2. Provision of equipment, tools, materials, supplies, and consumables needed for the installation, testing, and commissioning of the SPDs such as, but not limited to, circuit breakers, panel box, cable gland, din rail, expansion bolt, grounding cable, terminal lugs, conduits, and wires.</p>	Yes ( )	No ( )	
<p><b>SPECIFICATIONS:</b> As per Item IV of the Terms and Conditions</p> <p>1. <b>One (1) unit, 80-100 kA, 220-240 V, Three Phase, Surge Protection Device With circuit breaker and panel box</b></p> <p>1.1 <b>Location:</b></p> <p>1.1.1 <i>First Floor Generator Set Room – Main Distribution Panel</i></p> <p>2. <b>Three (3) units, 25-50 kA, 220-240 V, Single Phase, Surge Protection Device With circuit breaker and panel box per Surge Protection Device</b></p> <p>2.1 <b>Locations:</b></p> <p>2.1.1 <i>First Floor Electrical Room</i></p> <p>2.1.2 <i>Second Floor Electrical Room</i></p> <p>2.1.3 <i>Third Floor Electrical Room</i></p>	Yes ( )	No ( )	
<p><b>SCOPE OF SERVICES:</b> As per Item V of the Terms and Conditions</p> <p>1. <b>The Service Provider shall:</b></p> <p>1.1 Attend the preliminary meeting with the PITAHC authorized representative to discuss the positioning and mounting of panel box, layout of cables, and tapping</p>	Yes ( )	No ( )	



<p>of wiring connections, among others;</p> <p>1.2 Prior to the installation of the SPDs, coordinate with the PITAHC authorized representative on the schedule and extent of the work to be done so as to minimize, if not eliminate, any disturbance to the building occupants;</p> <p>1.3 Provide safety devices, warning signs, and other safety nets at the work areas to inform passersby of the ongoing work/testing to avoid untoward incident in the course of the assessment and testing, as necessary;</p> <p>1.4 Mount the SPDs based on the location identified by the PITAHC authorized representatives, and ensure that the devices are securely anchored and properly grounded to provide effective protection against surges;</p> <p>1.5 Connect the SPDs to the electrical system, use appropriate wiring and connectors, and ensure proper phase alignment;</p> <p>1.6 Repair/restore any damage that may occur during the course of the installation;</p> <p>1.7 Provide training to the identified PITAHC personnel who will periodically check and inspect the devices to ensure continued protection against electrical surges;</p> <p>1.8 Submit the complete and detailed report/s, signed and sealed by qualified Professional Electrical Engineer/s, in accordance with the Philippine Electrical Code.</p> <p>2. <b>Technical Support Services</b></p> <p>2.1 All throughout the contract period, the Service Provider shall be available to respond to all queries on various issues related to voltage spikes, electrical surges and SPDs.</p> <p>2.2 The Service Provider shall ensure the prompt submission of all the required reports for review and reference of PITAHC.</p> <p>3. <b>Special Provisions</b></p> <p>3.1 Any changes or replacements of the assigned personnel/Electrical Engineer shall be subject to</p>			
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<p>PITAHC's review and approval. It is expected that all key personnel should be available for the duration of the project, especially during meetings, and anytime that their presence is essential in the discharge of their duties.</p> <p>3.2 The Service Provider shall ensure that the implementation of the Purchase Order or contract will not, in any way, cause any disruption/disturbance to the operations of PITAHC.</p> <p>3.3 During the implementation of the Purchase Order or 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 its premises.</p> <p>3.4 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.</p>			
<p><b>CONTRACT PERIOD:</b> As per Item VI of the Terms and Conditions</p> <p>The contract period shall be <b>forty-five (45) calendar days</b>, and this shall commence from the date of receipt of the Purchase Order or contract by the Service Provider.</p> <p>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 may rescind the Purchase Order or contract, without prejudice to other courses of action and remedies open to it.</p>	Yes ( )	No ( )	
<p><b>DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER:</b> As per Item VIII of the Terms and Conditions</p> <p>1. Ensure that the Scope of Services is conducted and completed based on the submitted and approved schedule.</p>	Yes ( )	No ( )	



<div><div><div>2. Coordinate with PITAHC on the execution of the Purchase Order or contract, and obtain PITAHC’s approval for any pertinent detail concerning the services to be rendered.</div><div>3. 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.</div><div>4. Ensure that all its technical personnel will comply with the wearing of appropriate company uniform and ID.</div><div>5. Provide its technical personnel with the appropriate personal protective equipment, when needed.</div><div>6. Ensure that all its technical personnel will abide by PITAHC’s safety procedures and protocols, including the wearing of face mask, if warranted.</div><div>7. Repair/restore any damage that may occur due to the fault of the Service Provider.</div><div>8. Clean the work areas and any other space that will be affected by the installation.</div></div></div>			
<div><div><div><b>PAYMENT TERM:</b> As per Item IX of the Terms and Conditions</div><div>PITAHC shall pay the Service Provider within thirty (30) days upon:</div><div><div>1. Completion of all the required services as per issued Purchase Order or contract;</div><div>2. Inspection and acceptance by PITAHC of all the completed services as per issued Purchase Order or contract; and</div><div>3. Submission by the Service Provider of the following<div><div>3.1 Billing Statement/Invoice/Statement of Account,</div><div>3.2 One (1) soft copy and three (3) printed copies of the Service Report, signed and sealed by the duly registered Professional Electrical Engineer/s, and</div></div></div></div></div></div>	Yes ( )	No ( )	





3.3 Other documentary requirements.			
<p><b>QUALIFICATIONS OF THE SERVICE PROVIDER:</b> As per Item X of the Terms and Conditions</p> <p>Aside from the eligibility requirements provided in the Updated 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, the Service Provider must possess the following necessary qualifications:</p> <ol style="list-style-type: none"><li>1. With at least three (3) years of combined experience in providing electrical installation and maintenance services in the public and/or private sectors; and</li><li>2. With Professional Electrical Engineer and fully-trained technical personnel who are equipped in providing electrical services, specifically for the installation of PITAHC's SPDs.</li></ol>	Yes ( )	No ( )	
<p><b>DELIVERY TERM:</b></p> <p>within <b>forty-five (45) calendar days</b>, and this shall commence from the date of receipt of the Purchase Order or contract by the Service Provider</p>	Yes ( )	No ( )	
<p><b>ADDITIONAL DOCUMENTARY REQUIREMENTS:</b> As per Item XI 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:</p> <ol style="list-style-type: none"><li>1. List of completed and ongoing projects; and</li><li>2. List of Professional Electrical Engineer and technical personnel with their Curriculum Vitae indicating the relevant trainings and certifications, and Professional License.</li></ol>	Yes ( )	No ( )	
<p>▪ <b>Delivery Site:</b> PITAHC Central Office, Quezon City</p>	Yes ( )	No ( )	
<p>▪ 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</b></p>	Yes ( )	No ( )	N/A ( )



for those who have previous contracts with PITAHC, if applicable.			
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Conforme:

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

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

\_\_\_\_\_  
Date