



TERMS AND CONDITIONS

SUPPLY AND INSTALLATION OF SURGE PROTECTION DEVICES FOR THE PITAHC BUILDING

I. BACKGROUND/RATIONALE

In 2022, the Philippine Institute of Traditional and Alternative Health Care (PITAHC) replaced the control panel of its Fire Detection and Alarm System (FDAS) but in 2023, the FDAS control panel has malfunctioned due to an uncontrollable event that occurred. In order to mitigate, and even eliminate, the effects of electrical surges, additional electrical protection must be properly installed, specifically the surge protection device (SPD). Fortunately, based on the test conducted on October 27, 2023, PITAHC has a good grounding resistance, which is required prior to the installation of the SPD.

In view of this, PITAHC intends to engage the services of a Service Provider with the necessary expertise, experience, and capacity to supply and install the SPD in order to safeguard critical equipment against voltage spikes and electrical surges, ensuring an uninterrupted operation and, at the same time, maintaining a safe working environment for PITAHC employees and clients.

II. OBJECTIVE

To engage the services of a Service Provider who has the necessary expertise, experience, and capacity to supply and install the SPDs as additional protection to PITAHC's critical equipment including the FDAS, elevator, and ICT equipment that are required for the continuous operations of PITAHC.

III. INCLUSIONS

1. Supply, delivery, installation, testing, and commissioning of the SPDs; and
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.

IV. SPECIFICATIONS



1. **One (1) unit, 80-100 kA, 220-240 V, Three Phase, Surge Protection Device
With circuit breaker and panel box**

1.1 **Location:**

- 1.1.1 *First Floor Generator Set Room – Main Distribution Panel*

2. **Three (3) units, 25-50 kA, 220-240 V, Single Phase, Surge Protection Device
With circuit breaker and panel box per Surge Protection Device**

2.1 **Locations:**

- 2.1.1 *First Floor Electrical Room*
- 2.1.2 *Second Floor Electrical Room*
- 2.1.3 *Third Floor Electrical Room*

V. SCOPE OF SERVICES

1. The Service Provider shall:

- 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 of wiring connections, among others;
- 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;
- 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;
- 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;
- 1.5 Connect the SPDs to the electrical system, use appropriate wiring and connectors, and ensure proper phase alignment;
- 1.6 Repair/restore any damage that may occur during the course of the installation;



- 1.7 Provide training to the identified PITAHC personnel who will periodically check and inspect the devices to ensure continued protection against electrical surges;
- 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.

2. *Technical Support Services*

- 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.
- 2.2 The Service Provider shall ensure the prompt submission of all the required reports for review and reference of PITAHC.

3. *Special Provisions*

- 3.1 Any changes or replacements of the assigned personnel/Electrical Engineer shall be subject to 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.
- 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.
- 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.
- 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.

VI. CONTRACT PERIOD

The contract period shall be **forty-five (45) calendar days**, and this shall commence from the date of receipt of the Purchase Order or contract 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 may rescind the Purchase Order or contract, without prejudice to other courses of action and remedies open to it.

VII. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **One Hundred Ninety-Six Thousand Seven Hundred Pesos (PHP 196,700.00)**, inclusive of taxes.

VIII. 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. 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.
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.
4. Ensure that all its technical personnel will comply with the wearing of appropriate company uniform and ID.
5. Provide its technical personnel with the appropriate personal protective equipment, when needed.
6. Ensure that all its technical personnel will abide by PITAHC's safety procedures and protocols, including the wearing of face mask, if warranted.
7. Repair/restore any damage that may occur due to the fault of the Service Provider.
8. Clean the work areas and any other space that will be affected by the installation.

IX. TERMS OF PAYMENT



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

1. Completion of all the required services as per issued Purchase Order or contract;
2. Inspection and acceptance by PITAHC of all the completed services as per issued Purchase Order or contract; and
3. Submission by the Service Provider of the following
 - 3.1 Billing Statement/Invoice/Statement of Account,
 - 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
 - 3.3 Other documentary requirements.

X. QUALIFICATIONS OF THE SERVICE PROVIDER

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:

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
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.

XI. DOCUMENTARY REQUIREMENTS

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:

1. List of completed and ongoing projects; and
2. List of Professional Electrical Engineer and technical personnel with their Curriculum Vitae indicating the relevant trainings and certifications, and Professional License.



Republic of the Philippines
DEPARTMENT OF HEALTH
*Philippine Institute of Traditional and
Alternative Health Care*



Prepared by:

ENGR. TOM DENMARK P. TABAFUNDA
Special Operations Officer III

Recommending Approval:

EMELINE ROSE R. MARIANO
Chief Administrative Officer

Approved by:

MA. TERESA C. IÑIGO, MD, FPCAM, CESE
Director General