



REQUEST FOR PROPOSAL

Date: 15 November 2024

Reference: RFP CO-24-051SVP

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 Seventy-Seven Thousand Pesos (PhP177,000.00) inclusive of all costs, applicable taxes and service charges:**

2.

PITAHC 2024 APP Ref	PR Number	Item Description
5029999099	CVHPP 2024-10-040	TILING WORKS OF WAREHOUSE BUILDING AT CAGAYAN VALLEY HERBAL PROCESSING PLANT <i>(See Scope of Works 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 **20 November 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 2024
 - b. Notarized Omnibus Sworn Statement by the prospective bidder in the new prescribed form as per GPPB Resolution No. 16-2020, attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable
 - c. PHILGEPS Registration Number *(to be indicated in the Price Proposal Form)*
 - d. Latest Income/Business Tax Returns FY 2023
 - e. Philippine Contractors Accreditation Board (PCAB) License
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. **Rodelio D. Mendez Jr.** at telephone no. (02) 8282-8194 loc 542.


ATTY. KEENTH N. ALMEÑE
Chairperson, PITAHC BAC



OTHER TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule: Sixty (60) calendar days upon receipt of Notice to Proceed (NTP) and Purchase Order (PO).
3. Delivery Site: **Cagayan Valley Herbal Processing Plant Regional Government Center, Carig Sur, Tuguegarao City.**
4. Payment Term: Request of Advance Payment, Progress payment and Payment in Full will be based according to the allowed rules in the GPPB Guidelines.
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 and services 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 (Exclusive of all costs, applicable taxes, and service charges:)	Total Price (Inclusive of all costs, applicable taxes, and service charges)
TILING WORKS OF WAREHOUSE BUILDING AT CAGAYAN VALLEY HERBAL PROCESSING PLANT		

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: _____



TERMS AND CONDITIONS COMPLIANCE

Scope of Works and Specifications	Compliance to Terms and Conditions / Technical Specifications (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
TILING WORKS OF WAREHOUSE BUILDING AT CAGAYAN VALLEY HERBAL PROCESSING PLANT QUANTITY: LOT 1	Yes ()	No ()	
GENERAL WORKS Furnish labor and materials to complete the structural, electrical, plumbing and mechanical works for the TILING WORKS OF WAREHOUSE AT CAGAYAN VALLEY HERBAL PROCESSING PLANT located at the Regional Government Center, Carig Sur, Tuguegarao City.	Yes ()	No ()	
The Project covers the following works: Tiling Works of Warehouse Building including Comfort Room-Walls	Yes ()	No ()	
WORKMANSHIP The work force shall consist of skilled and competent workers who regularly engaged or specialized in their respective field of practice.	Yes ()	No ()	
Quality of works must be above par and shall be guaranteed to be of premium output.	Yes ()	No ()	
Best work output depends on the usage premium construction materials.	Yes ()	No ()	
Day to day work output must be shown/ and or to be checked by project inspector to ensure quality of works.	Yes ()	No ()	
Completed project's workmanship must be certified by the project end-user.	Yes ()	No ()	
INSPECTION OF SITE As part of the procurement requirement, the prospective Contractor shall conduct an initial site inspection to secure a Certificate of Site Inspection,	Yes ()	No ()	



which shall be issued by the CVHPP and shall be submitted as part of the technical proposal.			
The prospective Contractor shall inspect the site premises to consider all the conditions that may directly or indirectly affect the works, measure any existing work, and verify all given dimensions and shall be responsible to additional expenditures on any part of the project not included in the Bill of Quantities (BOQ) if it was not clarified prior to the bidding of the project.	Yes ()	No ()	
PROTECTION OF WORK AND PROPERTY The Contractor shall protect the work and property by: Providing construction site protections, barricades, and signage for the construction;	Yes ()	No ()	
Replacing the work damaged due to failure to provide protection, without cost to PITAHC;	Yes ()	No ()	
Leaving the premises clean, neat and orderly and removing stains, spots, blemishes and other dirt from the finished work.	Yes ()	No ()	
For the storage of materials: All tools and materials shall be stacked in a stable and self-supporting manner. All nails and sharp objects shall be removed on all reusable lumber before storage;	Yes ()	No ()	
Concrete blocks shall be stacked in tiers on solid, level surfaces not higher than 6 feet;	Yes ()	No ()	
Reinforcing steel shall be stored in orderly piles away from walkways and roadways; and	Yes ()	No ()	
Empty cement and lime bags and other dust-producing materials shall be removed from the project site as directed by PITAHC;	Yes ()	No ()	
All access ways including stairways and passageways shall be kept free from obstructions and construction materials at all times;	Yes ()	No ()	
Take due care to protect the existing structures which may be affected by the work to be. The Contractor shall thoroughly clean the project site	Yes ()	No ()	



including all areas disturbed by construction activities			
Provides space/area for staff/laborer's pantry and not inside the construction area.	Yes ()	No ()	
SAFETY REQUIREMENTS In order to ensure the safety of its personnel, the Contractor shall: Ensure that the standard safety procedures, minimum public health standards prescribed by the Department of Health (DOH), and such related protocols or guidelines issued by the appropriate government agencies shall be applied and complied.	Yes ()	No ()	
Ensure that the workers are in proper safety attire/uniform for purpose of identification.	Yes ()	No ()	
Ensure that first aid kits are available at the site.	Yes ()	No ()	
PROHIBITIONS The following are prohibited acts inside the PITAHC building, premises, work and storage areas for the duration of the project. Smoking, drinking alcoholic beverages; Using illegal drugs and other prohibited substances;	Yes ()	No ()	
Gambling/playing and loitering inside the PITAHC compound.	Yes ()	No ()	
Carrying items determined by PITAHC as "deadly instruments"; and	Yes ()	No ()	
Workers/laborers are not allowed to sleep/stay in the project site except to those provided with permission and authority by the PITAHC.	Yes ()	No ()	
PROJECT COORDINATION AND SUPERVISION The Contractor is responsible for: Coordinating the various parts of the trades of work including the approved subcontracted work to the PITACH, as it may deemed necessary particularly works needing intervention for Change Order/ Extra Work Order and for the approval of Time Extension/Suspension.	Yes ()	No ()	
Employing competent professionals and laborers to oversee the project execution.	Yes ()	No ()	



Set-up an area/space conducive for worker's pantry and sanitation.	Yes ()	No ()	
SUBMITTALS The Contractor shall be required to: Coordinate in advance the lists of materials and finishes sample to the PITACH/ and or his/her authorized personnel to check and approved the sample/s as per provided in the Program of Works	Yes ()	No ()	
CLOSE-OUT The Contractor shall submit as-built plans approved by the concerned trade professionals in one (1) set of reproducible copy. The electronic copy of the as-built plans shall also be submitted to the PITACH copy furnished the Cagayan Valley Center for Health Development-Infrastructure Unit or to the Health Facilities Enhancement Program (HFEP) Coordinator.	Yes ()	No ()	
LAYOUT, MARKINGS AND ELEVATIONS The Contractor shall: Indicate the layout of architectural walls, electrical, and plumbing connections; if necessary and	Yes ()	No ()	
Establish floor elevations with corresponding markings for approval of the PITACH/ and or his/her duly authorized/designated personnel or unit before any permanent structure is constructed.	Yes ()	No ()	
CIVIL WORKS TILING WORKS The contractor shall be required to submit sample of tiles before commencement/installation of works.	Yes ()	No ()	
Used of 60cm x 60cm Granite Floor Tiles preferably ivory (or equivalent) in color and 30cm x 60cm Porcelain Glazed Tiles for CR walls preferably white in color (or equivalent);	Yes ()	No ()	
2. Apply the adhesive to the substrate using notched trowel.	Yes ()	No ()	
3. Grout the gaps between the tiles using grout float.	Yes ()	No ()	



4. Clean the tiles with damp cloth to remove any laze.	Yes ()	No ()	
NOTE: The contractor is advised to present sample/s of the tiles and other congruent accessories necessary for the organized installation to the PITACH/and to his/her authorized and duly delegated authority for purpose of checking the quality and validating the specifications of the materials prior to its installation as per specified in the Program of Works.	Yes ()	No ()	
The contractor must also notify in advance the date of its presentation of the sample materials so as not to delay the construction timeline. The PITACH, through his/her authorized representative will give clearance for the contractor to commence the work as soon as written notice was received by the latter	Yes ()	No ()	
DELIVERY SCHEDULE			
SXITY (60) Calendar days upon receipt of Notice to Proceed and Purchase Order	Yes ()	No ()	
DELIVERY SITE:			
Cagayan Valley Herbal Processing Plant Regional Government Center, Carig Sur, Tuguegarao City.	Yes ()	No ()	
PAYMENT TERM:			
Request of Advance Payment, Progress payment and Payment in Full will be based according to the allowed rules in the GPPB Guidelines.	Yes ()	No ()	
<ul style="list-style-type: none">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



BILL OF QUANTITIES

ITEM NO.	DESCRIPTION	QTY	UNIT	DIRECT COST	INDIRECT COST (OCM + CP + VAT)	UNIT COST (DIRECT+INDIRECT)	ADJUSTED TOTAL COST (UNIT COST x QTY)
PART II.	OTHER GENERAL REQUIREMENTS						
B.5	Project Billboard/ Sign Board	1.00	ea				
B.7(1)	Occupational Safety and Health Program	1.00	month				
B.9	Mobilization/Demobilization	1.00	l.s.				
	TOTAL OF PART II						
PART III.	CIVIL, MECHANICAL, ELECTRICAL, AND SANITARY / PLUMBING WORKS						
PART C	FINISHING						
1018(1)	Unglazed Tiles (Walls)	5.40	m2				
1018(2)	Glazed Tiles (Warehouse Flooring)	118.78	m2				
	TOTAL OF PART C						
	GRAND TOTAL						

Conforme:

Name of the Authorized Representative
And signature

Name of Company

Date



DETAILED UNIT PRICE ANALYSIS (DUPA)

Item No./Description : B.5 Project Billboard/ Sign Board
Unit of Measurement : ea
Output : 1

	Designation	No. of Person/s	No. of Hour/s	Hourly Rate	Amount (PhP)
A.	Labor				
	a. Construction Foreman	1	3.00		
	b. Skilled Laborer	1	3.00		
	c. Unskilled Laborer	1	3.00		
	Sub - Total for A				
	Name and Capacity	No of Unit/s	No. of Hour/s	Hourly Rate	Amount (PhP)
B.	Equipment				
	Minor Tools (10% of labor cost)				
	Sub - Total for B				
C.	Total (A + B)				
D.	Output = 1 ea				
E.	Direct Unit Cost (C ÷ D)				
	Name and Specification	Unit	Quantity	Unit Cost	Amount (PhP)
F.	Materials				
	a. 8' x 8' Tarpaulin	ft ²	40.00		
	b. Good Lumber (Frames)	bd-ft	30.00		
	c. Assorted Common Working Nails	kg	1.00		
	Sub - Total for F				
G.	Direct Unit Cost (E + F)				
H.	Overhead, Contingencies & Miscellaneous (OCM) Expenses			12% of G	
I.	Contractor's Profit (CP)			10% of G	
J.	Value Added Tax (VAT)			5% of (G + H + I)	
K.	Total Unit Cost			(G + H + I + J)	

Conforme:

Name of the Authorized Representative
And signature

Name of Company Date



DETAILED UNIT PRICE ANALYSIS (DUPA)

Item No./Description : B.7(1) Occupational Safety and Health
Unit of Measurement : month Program
Output per hour : 1.00

A.	Designation	No. of Person/s	No. of Day/s	Daily Rate	Amount (PhP)
	Labor Health and Safety Practitioner a. Safety Practitioner/ Officer (Part Time)	1	4.00		
	Sub - Total for A				
B.	Name and Capacity	No of Unit/s	No. of Months/s	Monthly Rate	Amount (PhP)
	Equipment				
	Sub - Total for B				
C.	Total (A + B)				
D.	Output per Hour = 1.00 l.s.				
E.	Direct Unit Cost (C ÷ D)				
F.	Name and Specification	Unit	Quantity	Unit Cost	Amount (PhP)
	Materials				
	Personal Protective Equipment				
	Safety Helmet	man-days	3.00		
	Safety Shoes	man-days	3.00		
	Safety Gloves	man-days	3.00		
	Vest	man-days	3.00		
	Use for the whole project duration				
	a. PPE Signage (4' x 8')	set	1.00		
	b. Safety First (4' x 4')	set	1.00		
	c. Warning Signs (2' x 3')	sets	6		
	d. Caution Tape , 1000 ft	roll	0.5		
	Note : Use for the whole project duration				
	Sub - Total for F				
G.	Direct Unit Cost (E + F)				
H.	Overhead, Contingencies & Miscellaneous (OCM)				0% of G
	Expenses				



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



I.	Contractor's Profit (CP)	10%	of G	
J.	Value Added Tax (VAT)	5%	of (G + H + I)	
K.	Total Unit Cost		(G + H + I + J)	

Conforme:

Name of the Authorized Representative
And signature

Name of Company Date



DETAILED UNIT PRICE ANALYSIS (DUPA)

Item No./Description : B.9 Mobilization/Demobilization
Unit of Measurement : l.s.
Output : 1.00

	Designation	No. of Person/s	No. of Hour/s	Hourly Rate	Amount (PhP)
A.	Labor				
	Sub - Total for A				
	Name and Capacity	No of Unit/s	No. of Hour/s	Hourly Rate	Amount (PhP)
B.	Equipment				
	a. Mobilization/Demobilization				
	Sub - Total for B				
C.	Total (A + B)				
D.	Output =				
E.	Direct Unit Cost (C ÷ D)				
	Name and Specification	Unit	Quantity	Unit Cost	Amount (PhP)
F.	Materials				
	Sub - Total for F				
G.	Direct Unit Cost (E + F)				
H.	Overhead, Contingencies & Miscellaneous (OCM) Expenses			0% of G	
I.	Contractor's Profit (CP)			0% of G	
J.	Value Added Tax (VAT)			5% of (G + H + I)	
K.	Total Unit Cost			(G + H + I + J)	

Conforme:

Name of the Authorized Representative
And signature

Name of Company Date



DETAILED UNIT PRICE ANALYSIS (DUPA)

Item No./Description : 1018(1) Unglazed Tiles
Unit of Measurement : m² (Walls)
Output per hour : 1.95

	Designation	No. of Person/s	No. of Hour/s	Hourly Rate	Amount (PhP)
A.	Labor				
	a. Construction Foreman	1	1		
	b. Skilled Laborer	3	1		
	c. Unskilled Laborer	3	1		
	Sub - Total for A				
B.	Equipment	No. of Unit/s	No. of Hour/s	Hourly Rate	Amount (PhP)
	Minor Tools (10% of Labor Cost)				
	Sub - Total for B				
C.	Total (A + B)				
D.	Output per Hour = 1.95 m ²				
E.	Direct Unit Cost (C ÷ D)				
F.	Name and Specification	Unit	Quantity	Unit Cost	Amount (PhP)
	Materials				
	a. Unglazed Tiles (30cm x60cm)	m ²	1.050		
	b. Cement	bags	0.325		
	c. Sand	m ³	0.026		
	d. Tile Grout	bags	0.125		
	f. Consumable (3% of Materials Cost)				
	Sub - Total for F				
G.	Direct Unit Cost (E + F)				
H.	Overhead, Contingencies & Miscellaneous (OCM) Expenses			12% of G	
I.	Contractor's Profit (CP)			10% of G	
J.	Value Added Tax (VAT)			5% of (G + H + I)	
K.	Total Unit Cost				(G + H + I + J)

Conforme:

Name of the Authorized Representative
And signature

Name of Company Date



DETAILED UNIT PRICE ANALYSIS (DUPA)

Item No./Description : 1018(2) Glazed Tiles (Warehouse Flooring)
Unit of Measurement : m²
Output per hour : 1.365

A.	Designation	No. of Person/s	No. of Hour/s	Hourly Rate	Amount (PhP)
	Labor				
	a. Construction Foreman	1	1.00		
	b. Skilled Laborer	3	1.00		
	c. Unskilled Laborer	3	1.00		
Sub - Total for A					
B.	Name and Capacity	No. of Unit/s	No. of Hour/s	Hourly Rate	Amount (PhP)
	Equipment				
	Minor Tools (10% of Labor Cost)				
Sub - Total for B					
C.	Total (A + B)				
D.	Output per Hour = 1.95 m ²				
E.	Direct Unit Cost (C ÷ D)				
F.	Name and Specification	Unit	Quantity	Unit Cost	Amount (PhP)
	Materials				
	a. Unglazed Tiles (60cm x 60cm)	m ²	1.050		
	b. Cement	bags	0.325		
	c. Sand	m ³	0.026		
	d. Tile Grout	bags	0.125		
	e. Tile Adhesive (25 kg)	bags	0.143		
Sub - Total for F					
G.	Direct Unit Cost (E + F)				
H.	Overhead, Contingencies & Miscellaneous (OCM) Expenses			12% of G	
I.	Contractor's Profit (CP)			10% of G	
J.	Value Added Tax (VAT)			5% of (G + H + I)	
K.	Total Unit Cost			(G + H + I + J)	

Conforme:

Name of the Authorized Representative
And signature

Name of Company Date



DETAILED UNIT PRICE ANALYSIS (DUPA)

Item No./Description : 1007 Aluminum Glass Door (Swing Type)
Unit of Measurement : m2
Output per hour : 0.26

A.	Designation	No. of Person/s	No. of Hour/s	Hourly Rate	Amount (PhP)
	Labor				
	a. Construction Foreman	1	1.00		
	b. Skilled Laborer	1	1.00		
	c. Unskilled Laborer	1	1.00		
	Sub - Total for A				
B.	Name and Capacity	No. of Unit/s	No. of Hour/s	Hourly Rate	Amount (PhP)
	Equipment				
	Minor Tools (10% of Labor Cost)				
	Sub - Total for B				
C.	Total (A + B)				
D.	Output per Hour = 0.26				
E.	Direct Unit Cost (C ÷ D)				
F.	Name and Specification	Unit	Quantity	Unit Cost	Amount (PhP)
	Materials				
	a. Aluminum Glass Door (0.90m x 2.10m)- (Swing Type)	m2	1.890		
	b. Consumable (3% of Materials Cost)				
	Sub - Total for F				
G.	Direct Unit Cost (E + F)				
H.	Overhead, Contingencies & Miscellaneous (OCM) Expenses			15% of G	
I.	Contractor's Profit (CP)			10% of G	
J.	Value Added Tax (VAT)			5% of (G + H + I)	
K.	Total Unit Cost			(G + H + I + J)	

Conforme:

Name of the Authorized Representative
And signature

Name of Company Date



DETAILED UNIT PRICE ANALYSIS (DUPA)

Item No./Description : 1200 Air Conditioning and
Unit of Measurement : set Refrigeration System
Output : 1

A.	Designation	No. of Person/s	No. of Hour/s	Hourly Rate	Amount (PhP)
	Labor				
	(Installation and Service Cost are included in Material Cost)				
	Sub - Total for A				
B.	Name and Capacity	No. of Unit/s	No. of Hour/s	Hourly Rate	Amount (PhP)
	Equipment				
	(Equipment cost are included in Material Cost)				
	Sub - Total for B				
C.	Total (A + B)				
D.	Output = 1				
E.	Direct Unit Cost (C ÷ D)				
F.	Name and Specification	Unit	Quantity	Unit Cost	Amount (PhP)
	Materials				
	a.1Hp Airconditioning Units (Window Type)	set	1.00		
	b. Consumables 5%				
	Sub - Total for F				
G.	Direct Unit Cost (E + F)				
H.	Overhead, Contingencies & Miscellaneous (OCM) Expenses			15% of G	
I.	Contractor's Profit (CP)			10% of G	
J.	Value Added Tax (VAT)			5% of (G + H + I)	
K.	Total Unit Cost			(G + H + I + J)	

Conforme:

Name of the Authorized Representative
And signature

Name of Company Date