



## REQUEST FOR PROPOSAL

Date: 08 November 2024

Reference: RFP CO-24-052SVP

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 items stated below with the total Approved Budget for the Contract (ABC) amounting to **Two Hundred Forty-Nine Thousand Eight Hundred Fifty-Three Pesos and 56/100 (Php249,853.56)** inclusive of all costs, applicable taxes and service charges:

2.

PITAHC 2024 APP Ref	PR Number	Item Description
5060404001	THPP 24-09-110	CONSTRUCTION OF DRAINAGE SYSTEM AND RETENTION WALL AT THE BAC OF PRODUCTION BUILDING  (See Terms and Conditions for detailed requirements)

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 **14 November 2024, 12:00 NN**.
5. The bidder must **submit a copy** of the **proposal**, including the following documents, 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.

Sgd.  
**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. Bidders to **conduct an on-site inspection** before submitting the proposal.
3. Delivery Schedule: Construction to start within fifteen (15) calendar days from receipt of Notice to Proceed (NTP)  
  
Construction to complete within forty-five (45) calendar days from the start of service
4. Delivery Site: **PITAHC Tacloban Herbal Pharmaceutical Processing and Manufacturing Plant, Barangay 93 Bagacay, Tacloban City.**
5. Payment Term:  
  
1st Tranche : **15% payment of the total contract cost to cover mobilization (subject for deduction of 10% retention)**  
  
2<sup>nd</sup> Tranche : **50% payment of the total contract cost (subject for deduction of 10% retention money)**  
  
3rd Tranche : (final progress payment) **35% payment of the total contract cost (subject for deduction of 10% retention money)**
6. Price proposal must be valid for a period of **thirty (30) calendar days** from the date of submission.
7. Price proposal to be denominated in **Philippine Peso (PhP)**, include all taxes and duties and/or levies payable.
8. Proposals exceeding the ABC shall be automatically rejected.
9. 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.
10. 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.
11. 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.
12. 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)
CONSTRUCTION OF DRAINAGE SYSTEM AND RETENTION WALL AT THE BAC OF PRODUCTION BUILDING		

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	Compliance to Terms and Conditions / Technical Specifications (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
<b>CONSTRUCTION OF DRAINAGE SYSTEM AND RETENTION WALL AT THE BAC OF PRODUCTION BUILDING</b>  QUANTITY: ONE (1) LOT	Yes ( )  Yes ( )	No ( )  No ( )	
A. EXCAVATION FOR THE DRAINAGE SYSTEM	Yes ( )	No ( )	
B. CONSTRUCT CONCRETE DRAINAGE SYSTEM AND RETENTION WALL	Yes ( )	No ( )	
SITeworks: CLEARING AND GRABBING.	Yes ( )	No ( )	
EARTHWORKS: EXCAVATION	Yes ( )	No ( )	
CONSTRUCTION A. FORMWORK SETUP	Yes ( )	No ( )	
B. CONCRETE POURING AND CURING	Yes ( )	No ( )	
BACKFILLING	Yes ( )	No ( )	
COMPACTION	Yes ( )	No ( )	
<b>DELIVERY SITE</b> PITAHC Tacloban Herbal Pharmaceutical Processing and Manufacturing Plant, Barangay 93 Bagacay, Tacloban City	Yes ( )	No ( )	
<b>DELIVERY SCHEDULE</b>  Construction to start within 15 days from receipt of Notice to Proceed (NTP)	Yes ( )	No ( )	
Construction to complete within 45 days from start of service.	Yes ( )	No ( )	
<b>TERMS OF PAYMENT</b>  1st Tranche : 15% payment of the total contract cost to cover mobilization (subject for deduction of 10% retention)  Upon signing of Contract of Agreements	Yes ( )  Yes ( )	No ( )  No ( )	
2nd Tranche : 50% payment of the total contract cost (subject for deduction of 10% retention)	Yes ( )	No ( )	



Must have reached 80% of complete/physically accomplished with the submission of the following :	Yes ( )	No ( )	
a. Billing Statement	Yes ( )	No ( )	
b. Progress/Accomplishment Report	Yes ( )	No ( )	
c. Statement of Work Accomplished	Yes ( )	No ( )	
d. Progress Photos	Yes ( )	No ( )	
e. Narrative Report			
3rd Tranche : (final progress billing) 35% payment of the total contract cost (subject for deduction of 10% retention money)	Yes ( )	No ( )	
Must have reached 100% of complete/physically accomplished with the submission of the following :	Yes ( )	No ( )	
a. Billing Statement	Yes ( )	No ( )	
b. Contractor's Accomplishment Report	Yes ( )	No ( )	
c. Statement of Work Accomplished	Yes ( )	No ( )	
d. Progress Photos	Yes ( )	No ( )	
e. Narrative Report	Yes ( )	No ( )	
f. Certificate of Completion, Inspection and Acceptance	Yes ( )	No ( )	
<b>Release of Retention Money:</b>			
Two (2) months from the liability period and/or from the date of final acceptance and without damage/defect of completed work	Yes ( )	No ( )	
<ul style="list-style-type: none"><li>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, if applicable.</b></li></ul>	Yes ( )	No ( )	N/A ( )
<ul style="list-style-type: none"><li>As part of the submission aside from Item No. 5 of the RFP and the Price Proposal Form, <b>bidder shall also submit a Certificate of On-Site Inspection.</b></li></ul>	Yes ( )	No ( )	N/A ( )

**Conforme:**

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

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



**BILL OF QUANTITIES**

Item No.	QTY	UNIT	ITEM SPECIFICATION		UNIT COST	TOTAL PRICE
	1.00	LS	Construction of Retaining Wall (Drainage) at the back of Production building			
			PRODUCTION BUILDING: 20 CU.M.			
			(20 meters x 2 meters)			
			No. of Person/s	Labor:		
	120.00	hrs.	1	Construction Foreman		
	120.00	hrs.	2	Skilled Laborer		
	120.00	hrs.	6	Unskilled Laborer		
				Sub-Total Cost		
				Equipment:		
				Minor Tools, 10% of labor Cost		
				Sub-Total Cost		
				Material:		
	17	pcs		Marine Plywood 1/2"		
	165	Bags		Portland Cement type 1		
	167	bdft		Cocolumber		
	20	kgs		Assorted Nails		
	1	roll		Tie Wire (30kg)		
	20	cu.m.		Gravel 3/4"		
	10	cu.m.		Coarse Sand		
	90	pcs		Rsb 10mm x 6m.		
	40	pcs		rsb 12mmx 6m.		
				Sub-Total Cost		
				Direct Cost		
				Overhead/contingencies/Miscellaneous (12% of DC)		
				Contractor's profit((8% of DC)		
				VAT (DC + OCM + CP)* 7%		
				Indirect Cost		
				TOTAL COST FOR THIS ITEM		

Conforme:

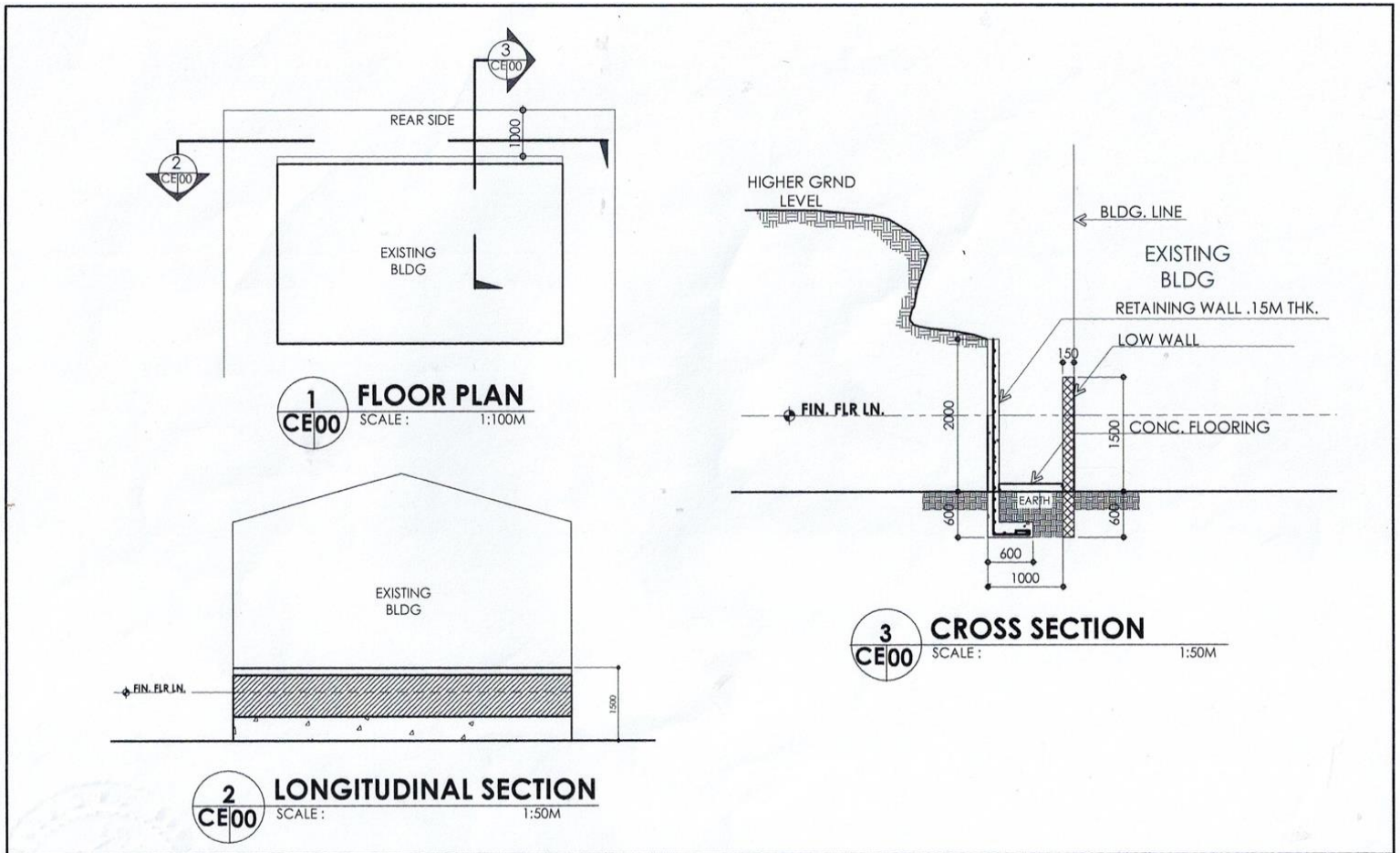
-----  
Name of the Authorized Representative  
And signature

-----  
Name of Company      Date





## DRAWING PLAN



Conforme:

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

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