



REQUEST FOR QUOTATION

Date: 18 March 2025

Reference: RFQ CO-25-003SVP

1. The Philippine Institute of Traditional and Alternative Health Care (PITAHC) through its Bids and Awards Committee (BAC) invites interested bidders to submit a quotation for the procurement of the item stated below with the total Approved Budget for the Contract (ABC) amounting to **FIFTY-SIX THOUSAND SEVEN HUNDRED EIGHTY-ONE PESOS (PHP56,781.00)** inclusive of all applicable taxes and other charges;

2.

PITAHC 2025 APP Ref	PR Number	Item Description
5021305002	25-02-0031	SCHEDULED GENERAL CLEANING (PREVENTIVE MAINTENANCE) OF AIRCONDITIONING UNITS IN THE PITAHC BUILDING FOR CY 2025 (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 quotation 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 quotation shall be received until **24 March 2025, 12:00NN**.
5. The bidder must **submit a copy** of the following documents, **together with the quotation**, 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 2024/2025
 - 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 Quotation 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 quotations, 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) 8282-5194 loc 303.


ATTY. KEENTH N. ALMEÑA
Chairperson, PITAHC BAC



OTHER TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Project Duration: **Fifteen (15) calendar days** from the date of receipt of **Purchase Order**
3. Place of Delivery: **PITAHC Building Central Office, Brgy. Central, Quezon City**
4. Terms of Payment : **Thirty (30) calendar days** upon completion of services and submission of needed requirements. (Billing invoice, service reports, etc)
5. Price quotation must be valid for a period of **thirty (30) calendar days** from the date of submission.
6. Price quotation to be denominated in **Philippine Peso (PhP)**, include all taxes and duties and/or levies payable.
7. Quotations exceeding the ABC shall be automatically rejected.
8. In addition to the submission of the Price Quotation Form, **bidder shall submit a Certificate of Satisfactory Completion/Performance** for those who have **previous contracts with PITAHC one (1) year** from the deadline of submission of quotation, if applicable.
9. The **award of contract** shall be made to the single or lowest calculated and responsive quotation, 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/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 QUOTATION 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 quotation 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)
SCHEDULED GENERAL CLEANING (PREVENTIVE MAINTENANCE) OF AIRCONDITIONING UNITS IN THE PITAHc BUILDING FOR CY 2025		
3TR FLOOR MOUNTED - 10 UNITS		
WALL MOUNTED SPLIT TYPE - 23 UNITS		
CEILING CASSETTE TYPE - 2 UNITS		
TOTAL		

Total Amount in Words: LOT 1 _____

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: _____



TECHNICAL SPECIFICATIONS

Technical Specifications	Compliance to Technical Specifications (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
SCHEDULED GENERAL CLEANING (PREVENTIVE MAINTENANCE) OF AIRCONDITIONING UNITS IN THE PITAHC BUILDING FOR CY 2025			
3TR FLOOR MOUNTED - 10 UNITS	Yes ()	No ()	
WALL MOUNTED SPLIT TYPE - 23 UNITS	Yes ()	No ()	
CEILING CASSETTE TYPE - 2 UNITS	Yes ()	No ()	
3TR FLOOR MOUNTED			
Location:			
1st Flr Research and Development Division	Yes ()	No ()	
2nd Flr COA Office	Yes ()	No ()	
2nd Flr Office of the Deputy Director General	Yes ()	No ()	
3rd Flr Office of the Director General (Receiving Area)	Yes ()	No ()	
3rd Flr Management Services Division	Yes ()	No ()	
3rd Flr Administrative Division (Finance Side)	Yes ()	No ()	
3rd Flr Administrative Division (MSD Side)	Yes ()	No ()	
3rd Flr Finance Division	Yes ()	No ()	
4th Flr Lagundi Room	Yes ()	No ()	
4th Flr Carrot Room	Yes ()	No ()	
WALL MOUNTED SPLIT TYPE			
Location:			
1st Flr Safehaven Room	Yes ()	No ()	
2nd Flr Library	Yes ()	No ()	
2nd Flr AVR Room	Yes ()	No ()	
3rd Flr ICT Room (Door Side)	Yes ()	No ()	
3rd Flr ICT Room (Window Side)	Yes ()	No ()	
3rd Flr Legal Office	Yes ()	No ()	
3rd Flr Office of the Chief Administrative Officer	Yes ()	No ()	
4th Flr Akapulko Room	Yes ()	No ()	
4th Flr Bayabas Room	Yes ()	No ()	
4th Flr Cucumber Room	Yes ()	No ()	
4th Flr Kamias Room	Yes ()	No ()	
4th Flr Sambong Room	Yes ()	No ()	
4th Flr Papaya Room	Yes ()	No ()	
5th Flr Conference (CR Side)	Yes ()	No ()	
5th Flr Conference (Middle)	Yes ()	No ()	
5th Flr Conference (Podium Side)	Yes ()	No ()	



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



5th Flr Laboratory Extraction Room (Left Side)	Yes ()	No ()	
5th Flr Laboratory Extraction Room (Right Side)	Yes ()	No ()	
5th Flr Laboratory HPLC Room (Left Side)	Yes ()	No ()	
5th Flr Laboratory HPLC Room (Right Side)	Yes ()	No ()	
5th Flr Laboratory Positive Pressure Room (Door Side)	Yes ()	No ()	
5th Flr Laboratory Positive Pressure Room (Corner Wall)	Yes ()	No ()	
5th Flr Laboratory Storage	Yes ()	No ()	
CEILING CASSETTE TYPE			
Location: 2nd Flr Audio Visual Room (Podium Side)	Yes ()	No ()	
2nd Flr Audio Visual Room (Back)	Yes ()	No ()	
Includes all labor and provision of materials to conduct general cleaning services	Yes ()	No ()	
Delivery Term: Fifteen (15) working days from the date of receipt of Purchase Order.	Yes ()	No ()	
Place of Service: PITAHC Building Central Office, Brgy. Central, Quezon City	Yes ()	No ()	
Payment Term: Thirty (30) calendar days upon completion of services and submission of needed documentary requirements. (billing invoice, service reports, etc.)	Yes ()	No ()	
Certificate of Completion/ Satisfactory Performance for those who have previous contracts with PITAHC, if applicable.	Yes ()	No ()	

Conforme:

Name and signature of the
Authorized Representative

Name of Company

Date