



## REQUEST FOR QUOTATION

Date: 27 May 2025


Reference: RFQ CO-25-015SVP

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 **EIGHTY-FOUR THOUSAND EIGHT HUNDRED PESOS (PHP84,800.00) inclusive of all applicable taxes and other charges;**

2.

PITAHC 2025 APP Ref	PR Number	Item Description
5020700000	25-02-0033	<b>COMPREHENSIVE PREVENTIVE MAINTENANCE OF THE GENERATOR SET OF THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE FOR CALENDAR YEAR 2025</b>  <i>(See Terms and Conditions 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 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 **02 June 2025, 12:00 Noon**.
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:
- Valid and current Mayor's/Business Permit 2024/2025
  - 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
  - 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. ALMEÑE**  
*Chairperson, PITAHC BAC*





## OTHER TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Contract Period: **The contract period shall be for twelve (12) months, and shall commence from the date of receipt of the Purchase Order by the Service Provider. During this period, the Service Provider shall conduct two (2) preventive maintenance services (semiannual), aside from any emergency and/or unscheduled repair services needed, as determined by PITAHC or the Service Provider.**
3. Place of Delivery: **PITAHC Central Office, Brgy. Central Matapang Street, Quezon City**
4. Terms of Payment : **For every completed preventive maintenance service and/or repair service based on the submitted and approved schedule, PITAHC shall pay the Service Provider within thirty (30) days upon:**
  1. Submission by the Service Provider of the corresponding service and/or accomplishment reports;
  2. Inspection and acceptance by PITAHC of the completed maintenance and/or repair services, and issuance of the Inspection and Acceptance Report; and
  3. Submission by the Service Provider of the billing statement and other documentary requirements.
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)
COMPREHENSIVE PREVENTIVE MAINTENANCE OF THE GENERATOR SET OF THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE FOR CALENDAR YEAR 2025		

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)
<b>COMPREHENSIVE PREVENTIVE MAINTENANCE OF THE GENERATOR SET OF THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE FOR CALENDAR YEAR 2025</b>	Yes ( )	No ( )	
<b>I. SCOPE OF SERVICES</b>			
<b>1. The Scope of Services shall cover the comprehensive preventive maintenance of PITAHC's 60kva generator set, including:</b>			
1.1 The supply of all labor, materials, equipment, and technical expertise as well as all the operations necessary for its preventive maintenance services;	Yes ( )	No ( )	
1.2 The supply of labor, equipment, and technical expertise for any needed/identified repair, including the installation and testing of all consumables, parts, and/or accessories for replacement; and	Yes ( )	No ( )	
1.3 In case/s of repair wherein consumables, parts, and/or accessories have to be replaced, the Service Provider shall submit a list of, and a formal quotation for, the materials needed to conduct such repair, and this shall be subject to PITAHC's review, processing, and approval.	Yes ( )	No ( )	
<b>2. General Scope of Services for Preventive Maintenance and Repair</b>			
2.1 Inspect, check, and test the generator set components and functions, including, but not limited to, the following:	Yes ( )	No ( )	
2.1.1 engine, generator, fuel tank, and cooling system for leakage;	Yes ( )	No ( )	
2.1.2 transfer switch for proper operation;	Yes ( )	No ( )	
2.1.3 air filters;	Yes ( )	No ( )	



2.1.4 all the mechanical and electrical connections;	Yes ( )	No ( )	
2.1.5 electrical connections for tightness and evidence of corrosion;	Yes ( )	No ( )	
2.1.6 fuel filter for contamination;	Yes ( )	No ( )	
2.1.7 all the battery cells for electrolyte fill level;	Yes ( )	No ( )	
2.1.8 terminal connections of the batteries;	Yes ( )	No ( )	
2.1.9 fan belts for correct tension and wear, and adjust as necessary;	Yes ( )	No ( )	
2.1.10 control panel settings;	Yes ( )	No ( )	
2.1.11 automatic start-up capability; and	Yes ( )	No ( )	
2.1.12 all the auxiliary equipment for correct operation.	Yes ( )	No ( )	
2.2 Replace oil filter, fuel filter, and fuel separator.	Yes ( )	No ( )	
2.3 Correct all the defects found during inspection and testing that will not require the replacement of any damaged/impaired consumable, part, and/or accessory. In case a consumable, part, and/or accessory needs to be replaced, the Service Provider shall submit a list of, and a formal quotation for, the materials needed to conduct such repair.	Yes ( )	No ( )	
2.4 Record all inspection, testing, and corrective actions, and submit all the required reports to PITAHC.	Yes ( )	No ( )	
<b>3. Technical Support Services</b>			
All throughout the contract period, the Service Provider shall be available to respond to all queries on various issues related to the generator set as well as to requests that require urgent support.	Yes ( )	No ( )	
Technical support shall be provided in situations that require the presence of the Service Provider's technical personnel, especially if urgently needed to perform repair and maintenance services to the generator set.	Yes ( )	No ( )	
The Service Provider shall ensure the prompt submission of all the required service reports and accomplishment reports for review and reference of PITAHC.	Yes ( )	No ( )	





<b>4. Special Provisions</b>			
The Service Provider shall ensure that the implementation of the contract will not, in any way, cause any disruption/disturbance in the operations of PITAHC.	Yes ( )	No ( )	
During the implementation of the 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 premises.	Yes ( )	No ( )	
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.	Yes ( )	No ( )	
<b>II. CONTRACT PERIOD</b>			
The contract period shall be for twelve (12) months, and shall commence from the date of receipt of the Purchase Order by the Service Provider. During this period, the Service Provider shall conduct two (2) preventive maintenance services (semiannual), aside from any emergency and/or unscheduled repair services needed, as determined by PITAHC or the Service Provider.	Yes ( )	No ( )	
In the event that the Service Provider fails to comply with the schedules of the comprehensive preventive maintenance of the generator set due to any cause beyond its reasonable control including, but not limited to, acts of God, government act, fire, flood, explosion, or strike, a month-to-month extension shall be automatically applied to the contract period, without the need to execute an extension contract and at no additional cost to PITAHC.	Yes ( )	No ( )	
The extension of the Purchase Order, if any, shall be subject to the conditions as stated in GPPB Resolution No. 23-2007 on the <i>Revised Guidelines on the Extension of Contracts for General Support Services</i> .	Yes ( )	No ( )	
The Purchase Order may also be pre-terminated in accordance with the <i>Guidelines on Termination of Contracts</i> issued by the Government Procurement Policy Board (GPPB) under Resolution No. 018-2004 dated December 22, 2004. In case	Yes ( )	No ( )	



of any violation of the stipulated terms and conditions, the  Purchase Order may be terminated by PITAHC upon written notice, and shall take effect thirty (30) days upon receipt of such notice.	Yes ( )	No ( )	
<b>III: APPROVED BUDGET FOR THE CONTRACT</b>  The approved budget for this procurement is inclusive of VAT.	Yes ( )	No ( )	
<b>IV: DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER</b>  Ensure that the Scope of Services is conducted and completed based on the submitted and approved schedule.	Yes ( )	No ( )	
Assign trained and qualified technical personnel for the provision of repair and maintenance services.	Yes ( )	No ( )	
Coordinate with PITAHC regarding the execution of the Purchase Order, and obtain PITAHC's approval for any pertinent detail concerning the services to be rendered.	Yes ( )	No ( )	
Ensure that all the materials, tools, and equipment that will be used shall be of the required quality used in good commercial trade practice and shall essentially be the standard products of reputable manufacturers.	Yes ( )	No ( )	
Ensure that all its technical personnel will comply with the wearing of appropriate company uniform and ID.	Yes ( )	No ( )	
Provide its technical personnel with the appropriate personal protective equipment.	Yes ( )	No ( )	
Ensure that all its technical personnel will abide by PITAHC's safety procedures and protocols, including the wearing of face mask, if warranted.	Yes ( )	No ( )	
Clean the work area and any other space that will be affected by the repair and maintenance services.	Yes ( )	No ( )	
Turn-over to PITAHC all the waste materials that will be generated from any repair activity.	Yes ( )	No ( )	
<b>V: QUALIFICATIONS OF THE SERVICE PROVIDER</b>  Aside from the eligibility requirements provided in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, the Service Provider must possess the following necessary qualifications:	Yes ( )	No ( )	
With at least three (3) years of combined experience in providing comprehensive repair and maintenance services of generator sets in the government/public and/or private sectors; and	Yes ( )	No ( )	





With fully-trained technical personnel who are equipped in providing the comprehensive services, specifically for the repair and maintenance of PITAHC's generator set.	Yes ( )	No ( )	
<b>VI: DOCUMENTARY REQUIREMENTS</b>			
List of completed and ongoing projects;	Yes ( )	No ( )	
List of technical personnel with their Curriculum Vitae indicating the relevant trainings and certifications, and Professional License, if applicable.	Yes ( )	No ( )	
<b>Terms and Conditions Annex "A"</b>	Yes ( )	No ( )	
<b>Place of Delivery:</b>			
PITAHC Central Office, Brgy. Central, Matapang Street, Quezon City	Yes ( )	No ( )	
<b>Terms of Payment:</b>			
For every completed preventive maintenance service and/or repair service based on the submitted and approved schedule, PITAHC shall pay the Service Provider within thirty (30) days upon:	Yes ( )	No ( )	
1. Submission by the Service Provider of the corresponding service and/or accomplishment reports;	Yes ( )	No ( )	
2. Inspection and acceptance by PITAHC of the completed maintenance and/or repair services, and issuance of the Inspection and Acceptance Report; and	Yes ( )	No ( )	
3. Submission by the Service Provider of the billing statement and other documentary requirements.	Yes ( )	No ( )	
Bidder shall submit a <b>Certificate of Satisfactory Performance/Completion</b> for those who have previous contracts with PITAHC one (1) year from the deadline of submission of quotation, if applicable	Yes ( )	No ( )	

Conforme:

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

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

\_\_\_\_\_  
Date





**ANNEX "A"**

**TERMS AND CONDITIONS**

**COMPREHENSIVE PREVENTIVE MAINTENANCE OF THE GENERATOR SET OF THE PHILIPPINE  
INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE FOR CALENDAR YEAR 2025**

**I. BACKGROUND/RATIONALE**

In order to guarantee the operational lifespan of the 60kva generator set of the Philippine Institute of Traditional and Alternative Health Care (PITAHC) and to prevent any incident that may impede its continuous function, this Terms and Conditions calls for a Service Provider for the comprehensive preventive maintenance and repair of the said equipment.

**II. OBJECTIVE**

To engage the services of a Service Provider who is duly authorized and has the necessary expertise, experience, and capacity to maintain and repair, and/or replace the parts and/or accessories, of PITAHC's generator set.

**III. SCOPE OF SERVICES**

1. The Scope of Services shall cover the comprehensive preventive maintenance and repair of PITAHC's 60kva generator set, including:
  - 1.1 The supply of all labor, materials, equipment, and technical expertise as well as all the operations necessary for its preventive maintenance services;
  - 1.2 The supply of labor, equipment, and technical expertise for any needed/identified repair, including the installation and testing of all consumables, parts, and/or accessories for replacement; and
  - 1.3 In case/s of repair wherein consumables, parts, and/or accessories have to be replaced, the Service Provider shall submit a list of, and a formal quotation for, the materials needed to conduct such repair, and this shall be subject to PITAHC's review, processing, and approval.
2. **General Scope of Services for the Preventive Maintenance**
  - 2.1 Inspect, check, and test the generator set components and functions, including, but not limited to, the following:
    - 2.1.1 engine, generator, fuel tank, and cooling system for leakage;
    - 2.1.2 transfer switch for proper operation;
    - 2.1.3 air filters;
    - 2.1.4 all the mechanical and electrical connections;
    - 2.1.5 electrical connections for tightness and evidence of corrosion;
    - 2.1.6 fuel filter for contamination;
    - 2.1.7 all the battery cells for electrolyte fill level;
    - 2.1.8 terminal connections of the batteries;



- 2.1.9 fan belts for correct tension and wear, and adjust as necessary;
- 2.1.10 control panel settings;
- 2.1.11 automatic start-up capability; and
- 2.1.12 all the auxiliary equipment for correct operation.
- 2.2 Replace oil filter, fuel filter, and fuel separator.
- 2.3 Correct all the defects found during inspection and testing that will not require the replacement of any damaged/impaired consumable, part, and/or accessory. In case a consumable, part, and/or accessory needs to be replaced, the Service Provider shall submit a list of, and a formal quotation for, the materials needed to conduct such repair.
- 2.4 Record all inspection, testing, and corrective actions, and submit all the required reports to PITAHC.
- 3. Technical Support Services**
  - 3.1 All throughout the contract period, the Service Provider shall be available to respond to all queries on various issues related to the generator set as well as to requests that require urgent support.
  - 3.2 Technical support shall be provided in situations that require the presence of the Service Provider's technical personnel, especially if urgently needed to perform repair and maintenance services to the generator set.
  - 3.3 The Service Provider shall ensure the prompt submission of all the required service reports and accomplishment reports for review and reference of PITAHC.
- 4. Special Provisions**
  - 4.1 The Service Provider shall ensure that the implementation of the contract will not, in any way, cause any disruption/disturbance in the operations of PITAHC.
  - 4.2 During the implementation of the 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 premises.
  - 4.3 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.

#### **IV. CONTRACT PERIOD**

The contract period shall be for **twelve (12) months**, and shall commence from the date of receipt of the Purchase Order by the Service Provider. During this period, the Service Provider shall conduct **two (2) preventive maintenance services (semiannual)**, aside from any emergency and/or unscheduled repair services needed, as determined by PITAHC or the Service Provider.

In the event that the Service Provider fails to comply with the schedules of the comprehensive preventive maintenance of the generator set due to any cause beyond its reasonable control including, but not limited to, acts of God, government act, fire, flood, explosion, or strike, a month-to-month extension shall be automatically applied to the contract period, without the need to execute an extension contract and at no additional cost to PITAHC.





The extension of the Purchase Order, if any, shall be subject to the conditions as stated in GPPB Resolution No. 23-2007 on the *Revised Guidelines on the Extension of Contracts for General Support Services*.

The Purchase Order may also be pre-terminated in accordance with the *Guidelines on Termination of Contracts* issued by the Government Procurement Policy Board (GPPB) under Resolution No. 018-2004 dated December 22, 2004. In case of any violation of the stipulated terms and conditions, the

Purchase Order may be terminated by PITAHC upon written notice, and shall take effect thirty (30) days upon receipt of such notice.

## **V. APPROVED BUDGET**

The approved budget for this procurement is **Eighty-Four Thousand Eight Hundred Pesos (PHP 84,800.00)**, inclusive of VAT.

## **VI. 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. Assign trained and qualified technical personnel for the provision of repair and maintenance services.
3. Coordinate with PITAHC regarding the execution of the Purchase Order, and obtain PITAHC's approval for any pertinent detail concerning the services to be rendered.
4. Ensure that all the materials, tools, and equipment that will be used shall be of the required quality used in good commercial trade practice and shall essentially be the standard products of reputable manufacturers.
5. Ensure that all its technical personnel will comply with the wearing of appropriate company uniform and ID.
6. Provide its technical personnel with the appropriate personal protective equipment.
7. Ensure that all its technical personnel will abide by PITAHC's safety procedures and protocols, including the wearing of face mask, if warranted.
8. Clean the work area and any other space that will be affected by the repair and maintenance services.
9. Turn-over to PITAHC all the waste materials that will be generated from any repair activity.

## **VII. TERMS OF PAYMENT**

For every completed preventive maintenance service and/or repair service based on the submitted and approved schedule, PITAHC shall pay the Service Provider within thirty (30) days upon:

1. Submission by the Service Provider of the corresponding service and/or accomplishment reports;
2. Inspection and acceptance by PITAHC of the completed maintenance and/or repair services, and issuance of the Inspection and Acceptance Report; and
3. Submission by the Service Provider of the billing statement and other documentary requirements.

## **VIII. QUALIFICATIONS OF THE SERVICE PROVIDER**



Aside from the eligibility requirements provided in the 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 comprehensive repair and maintenance services of generator sets in the government/public and/or private sectors; and
2. With fully-trained technical personnel who are equipped in providing the comprehensive services, specifically for the repair and maintenance of PITAHC's generator set.

## **IX. DOCUMENTARY REQUIREMENTS**

In addition to the requirements under Appendix A of Annex "H" of the 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 technical personnel with their Curriculum Vitae indicating the relevant trainings and certifications, and Professional License, if applicable.