



REQUEST FOR QUOTATION

Date: 30 May 2025

Reference: RFQ CO-25-016SVP

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 **NINE HUNDRED THOUSAND PESOS (PHP900,000.00) inclusive of all applicable taxes and other charges;**

2.

PITAHC 2025 APP Ref	PR Number	Item Description
5060405002	25-05-0090	SUPPLY, DELIVERY, INSTALLATION, TESTING, AND COMMISSIONING OF AIR CONDITIONING UNITS IN VARIOUS LOCATIONS
(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 **03 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
 - Annual Income Tax Returns for the Year 2024
 - 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. Delivery Term: **Twenty (20) calendar days from date of receipt of Purchase Order**
3. Place of Delivery: **PITAHC Central Office, East Avenue Medical Center Compound, Brgy. Central, Quezon City**
4. Warranty: **At least one (1) year warranty on parts and services, at least five (5) years warranty on compressor**
5. Terms of Payment : **Processing of full payment shall be made within thirty (30) calendars days from the date of inspection and acceptance report of the completely installed airconditioning units, and upon submission of the following: Job Order/Pickup Receipt**
 1. Catalogue or manual from the manufacturer and/or dealer indicating the specifications as well as the warranty terms of the installed, tested, and commissioned ACU;
 2. Delivery Receipt;
 3. Billing Invoice/Statement of Account (SOA);
 4. Service Reports;
 5. Warranty Certificates;
 6. Certificate of Completion
 7. Inspection and Acceptance Report; and
 8. Letter request for payment.
6. Price quotation must be valid for a period of **thirty (30) calendar days** from the date of submission.
7. Price quotation to be denominated in **Philippine Peso (Php)**, include all taxes and duties and/or levies payable.
8. Quotations exceeding the ABC shall be automatically rejected.
9. 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.**
10. 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.
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/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)
SUPPLY, DELIVERY, INSTALLATION, TESTING, AND COMMISSIONING OF AIR CONDITIONING UNITS IN VARIOUS LOCATIONS		

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)
SUPPLY, DELIVERY, INSTALLATION, TESTING, AND COMMISSIONING OF AIR CONDITIONING UNITS IN VARIOUS LOCATIONS	Yes ()	No ()	
SCOPE OF SERVICES:			
1. Dismantling of the unserviceable units	Yes ()	No ()	
2. Supply, delivery, installation, testing, and commissioning of the floor-mounted and wall mounted and ceiling-mounted ACUs; and	Yes ()	No ()	
3. Provision of equipment, tools, materials, supplies, and consumables needed for the said works such as, but not limited to, copper tubes, communication wires, PVC drain pipes, breakers, and metal brackets	Yes ()	No ()	
Specifications:			
1. Two (2) units 3 TR Floor-Mounted, Inverter Type Air Conditioning Unit 230 V, with Remote Controller	Yes ()	No ()	
Location to be Installed:			
Second Floor COA	Yes ()	No ()	
Fourth Floor – Carrot Room	Yes ()	No ()	
2. Five (5) units 2HP, Wall-Mounted, Inverter Type Air Conditioning Unit, 230 V, with Remote Controller	Yes ()	No ()	
Location to be Installed:			
Third Floor – Office of the Chief Administrative Officer	Yes ()	No ()	
Fourth Floor – Akapulko Room	Yes ()	No ()	
Fourth Floor – Cucumber Room	Yes ()	No ()	
Fourth Floor – Kamias Room	Yes ()	No ()	
Fourth Floor – Sambong Room	Yes ()	No ()	
3. One (1) unit 5 TR Ceiling-Mounted, Ceiling Cassette Inverter Type Air Conditioning Unit, 230 V, with Remote Controller	Yes ()	No ()	



BAGONG PILIPINAS

Location to be Installed:			
Second Floor – Audio Visual Room (Back Side)	Yes ()	No ()	
Delivery Term: twenty (20) calendar days from date of receipt of Purchase Order	Yes ()	No ()	
Place Of Delivery: PITAHC Central Office, East Avenue Medical Center Compound, Brgy. Central, Quezon City	Yes ()	No ()	
Warranty: At least one (1) year warranty on parts and services	Yes ()	No ()	
At least five (5) years warranty on compressor	Yes ()	No ()	
Terms of Payment: Processing of full payment shall be made within thirty (30) calendars days from the date of inspection and acceptance report of the completely installed airconditioning units, and upon submission of the following:			
1. Catalogue or manual from the manufacturer and/or dealer indicating the specifications as well as the warranty terms of the installed, tested, and commissioned ACU;	Yes ()	No ()	
2. Delivery Receipt;	Yes ()	No ()	
3. Billing Invoice/Statement of Account (SOA);	Yes ()	No ()	
4. Service Reports;	Yes ()	No ()	
5. Warranty Certificates;	Yes ()	No ()	
6. Certificate of Completion	Yes ()	No ()	
7. Inspection and Acceptance Report; and	Yes ()	No ()	
8. Letter request for payment.	Yes ()	No ()	
Additional Requirements:			
One (1) general cleaning (preventive maintenance) of the eight (8) air conditioning units free of charge is included within the one-year warranty period for the ACUs parts	Yes ()	No ()	
Bidder shall submit a Certificate of Satisfactory Performance/Completion 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