



REQUEST FOR PROPOSAL

Date: 16 March 2022

Reference: RFP CO-22-007SVP

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, with the total Approved Budget for the Contract (ABC) in the total amount of **Six Hundred Sixty-Two Thousand Four Hundred Eighty Pesos (PhP662,480.00) inclusive of VAT** for the procurement of the item/s stated below:

PITAHC 2022 APP Ref	PR Number	Item Description
5021203000	22-01-004	SECURITY SERVICES OF THE TACLOBAN HERBAL PHARMACEUTICAL PROCESSING AND MANUFACTURING PLANT <i>(See Terms and Condition)</i>

2. 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*”.
3. 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 bacpitahc@gmail.com. The proposal shall be received until **21 March 2022**.
4. The bidder must **submit a copy** of the following documents, **together with the proposals**, 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 2022
 - b. Business/Income Tax Return for CY 2019/2020
 - c. Notarized Omnibus Sworn Statement by the prospective bidder in the new prescribed form as per GPPB Resolution No. 16-2020
 - d. PHILGEPS Registration Number *(to be indicated in the Price Proposal Form)*
5. 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.
6. For any clarification, you may contact Mr. **Rodelio Mendez, Jr.** at telephone no. (02) 8376-3067

(Sgd)

DR. FRANCIS VICENTE S. RAS
Chairperson, PITAHC BAC



TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Period: **Please refer to the Item VI of the Terms and Conditions**
3. Delivery Site: **THPPMP, Brgy. Bagacay, Tacloban City, Leyte.**
4. Payment Term : **As provided in Item No. VIII of the Terms and Conditions**
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**, include all taxes and duties and/or levies payable.
7. Proposals exceeding the ABC shall be automatically rejected.
8. The **award of contract** shall be made to the lowest calculated and responsive proposal which complied with the minimum technical specifications and other terms and conditions stated herein.
9. 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.
10. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods 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.



TERMS AND CONDITIONS FOR THE PROCUREMENT OF SECURITY SERVICES FOR THE TACLOBAN HERBAL PHARMACEUTICAL PROCESSING AND MANUFACTURING PLANT

I. BACKGROUND

Our office, an attached agency of the Department of Health (DOH) was created under RA 8423 otherwise known as the Traditional and Medicine Act of 1997. We are located at Barangay Bagacay, Tacloban City and in need of security services.

II. OBJECTIVE

The general objective of this procurement is to provide security and safety of PITAHC Tacloban personnel and facilities by a licensed private security agency, authorized to engage in the business of providing security guards to protect the lives of people and safeguard properties, equipment, rights and interests of an establishment, for hire or for compensation, and that it has, under its employ, security guards who are duly licensed by competent authorities.

III. SERVICES TO BE RENDERED

Provision of Security and Protection Services for the PITAHC THPPMP and provision of tools, equipment, materials and supplies necessary, appropriate and incidental for the optimum operation and maintenance to ensure that the entire offices/installations/properties and premises, to include its assets are secured, protected and maintained at all times.

Assist in the implementation of office rules, regulation, policies, disaster preparedness, investigation and intelligence administration in all areas covered by this Contract. All activities/events shall be recorded in detail in the designated Record Books.

a. Number of Security Guards

The number of personnel who must be fielded shall be **THREE (3) security guards** strictly under the employment of the Contractor who shall be subject to pre-screening by the Operation Manager and whose Personnel Information Sheet, including their appropriate clearances and licenses issued in accordance with existing laws and regulations.

b. Supplies, Materials, Tools and Equipment

The SERVICE PROVIDER shall provide on its own account all materials, tools, and equipment necessary, appropriate and incidental to the performance of the job. Unless otherwise specified by the PITAHC THPPMP, the following supplies, materials, tools and equipment with the specified brand will be utilized:

Requirements	Number
Handheld radio with charger and reserve battery	1 unit
Firearm must be original and duly assigned	1 unit
Ammunition	5 rounds of ammunition with 5 reserves



Baton/Night Stick with holder	1 unit for each guard on duty
Whistle	1 piece
High-Powered Flashlight with batteries	1 unit for each guard on duty
First Aid Kit	1 unit for all the guards
Rain boots/Raincoat/Umbrella	1 for each guard on duty
Office supplies such as logbook, bond paper and ball pen	1 unit/piece

Firearms should be in good condition, covered with license by FEO, PNP, with complete load of ammunition. No “*Paltik*” revolvers should be issued to the security guards.

All other materials as per SERVICE PROVIDER’s specifications will be subject to approval by the PITAHC THPPMP.

c. Other Requirements

The GENERAL SCOPE of the duties of the Contractor shall be for the Provision of Security and Protection Services for PITAHC THPPMP to ensure that the entire offices/installations/properties and premises are secured and protected at all times.

The security supervisors/officers/guards must submit a copy of the following documents:

- i. Test Results showing that the security personnel is physically and mentally fit and have passed neuro-psychiatric examination administered by the National Center for Mental Health or any government-accredited hospital/clinic duly accredited to conduct such tests. Expenses chargeable to Contractor.
- ii. Drug test result issued by the National Bureau of Investigation or any government-accredited hospital/clinic duly accredited to conduct such tests. The test result must show that the security personnel is not a drug dependent. Expenses chargeable to Contractor.
- iii. High School Diploma. If the security personnel is an ex-military (AFP or PNP) with a rank of sergeant for **security officer**, he must submit a college diploma;
- iv. Documents issued by any government agency or government-accredited hospitals showing that the security guard is not less than 25 years nor more than 50 years old.
- v. Certification of security training; and
- vi. List of seminars that had been attended by its security personnel. A list of training programs for the security guards/officers shall also be submitted one (1) month after the awarding of the contract.



IV. RESPONSIBILITIES OF THE SERVICE PROVIDER

It shall be the responsibilities of the SERVICE PROVIDER to:

1. Provide **PITAHC-TACLOBAN** with the above-mentioned communication, security and other related requirements to ensure the efficient, effective, and reliable performance of its guards in carrying out their functions and obligations;
2. Provide the security guards with clean and presentable uniforms, name tags, ID's, and other necessary tools.
3. Have their own daily time record (DTR) and shall use the Bundy Clock. The **AGENCY** shall conduct periodic evaluation of the guards on their posts by efficient security officers.
4. Conduct an investigation in case of theft, pilferage, robbery, and other similar events that occur within **PITAHC-TACLOBAN**'s premises/property and render an immediate report thereof.
5. Be responsible and fully liable for the loss or damage of the properties that are located within the **PITAHC-TACLOBAN** building and issued by **PITAHC-TACLOBAN** to its employees like office equipment, vehicle, and spare parts as well as the other valuables of the employees. Visitors are excluded from the responsibility of the **AGENCY**.
6. Be fully responsible and liable for any injury or death of any of **PITAHC-TACLOBAN**'s personnel or any person within **PITAHC-TACLOBAN**'s offices/installation/premises during the hours of duty of the security guards, if such injury and/or death shall be due to the fault or **AGENCY**'s representative.
7. The training, discipline, and administration of the security guards shall conform to Republic Act 5487 and its Implementing Rules and Regulations as promulgated by the Chief of the PNP.

V. RESPONSIBILITIES OF PITAHC THPPMP

PITAHC Tacloban shall ensure availability of funds for this contract and shall pay the services rendered by the security guards through the provision of statement of account submitted by the security agency on a monthly basis.

VI. DURATION OF ENGAGEMENT AND CONTRACT IMPLEMENTATION

The duration of the agreement shall be from April 1, 2022 to December 31, 2022 unless either party terminates this agreement by giving notice thereof in writing to the other party at least thirty (30) days before the effectivity of the termination date.

If ever the procurement process could not be completed under the Early Procurement Activity before the expiration of this Contract, an extension of contract may be resorted to in a month-to-month basis until new contract is awarded.



VII. APPROVED BUDGET FOR THE CONTRACT (ABC) AND MODE OF PROCUREMENT,

1. The ABC for the entire project is **SIX HUNDRED TWENTY-TWO THOUSAND AND FOUR HUNDRED EIGHTY PESOS (PhP622,480.00)** inclusive of all applicable government taxes.
2. Of the above project budget, the engagement of the security services shall be undertaken through Negotiated Procurement under Section 53.9 - Small Value Procurement considering that the ABC for this Project falls under its threshold amount as provided in Item Letter D (8) (a) (ii) of the Annex "H" of the 2016 Revised Implementing Rules and Regulations of Republic Act 9184.

VIII. PAYMENT

1. The payment schedule shall be monthly, Required Billing Documents (Monthly)
 - a) Original Billing Statement;
 - b) Summary/Monthly Attendance Sheet;
 - c) Monthly Certification of Services Rendered from the PITAHC THPPMP Plant Manager;
 - d) Daily Attendance Sheet;
 - e) Certified monthly payroll;
 - f) Photocopy of proof of payment for SSS, Philhealth, and Pag-ibig contributions (Quarterly or Monthly whichever is applicable) with summary of payments per security personnel;
 - g) Disposition Report duly received by SOSIA for the period billed.

IX. QUALIFICATIONS OF THE SERVICE PROVIDER

The SERVICE PROVIDER must possess the following qualifications:

1. Member of Philippine Association of Detective and Protective Agency Operators (PADPAO), Inc.;
2. Five (5) years of experience as Security Agency in the Philippines, preferably located in Tacloban City; and
3. Assigned personnel particularly the Security Guard must be physically and mentally fit;

X. OTHER DOCUMENTARY REQUIREMENTS

Aside from the documentary requirements provided in Appendix A of Annex H of the 2016 Revised Implementing Rules and Regulations, the following documents shall be required in order to establish the qualifications of the Consultant:

1. List of previous contracts similar to this project;
2. Certificate of Membership and Certificate of Good Standing as of April 2021 issued by PADPAO, Inc.;
3. Certificate of Good Standing, Completion and/or Acceptance from PITAHC which should be issued within the past six (6) months from bid submission. (For prospective bidders with existing or completed projects with the PITAHC, bidders must secure said certification from the PITAHC Security Department.);
4. Clearance Certificates as of April 2021 from the following:
 - a. Social Security System (SSS)



- b. Home Development Mutual Fund (Pag-ibig)
 - c. Philippine Health Insurance Corporation (PhilHealth)
5. Monthly disposition report duly received by *Supervisory Office for Security and Investigation Agencies* (SOSIA) for the period April 2013; and
6. Current Organizational set-up (company structure). The company's organizational set-up to include the names of the holder of the position.



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	Qty	UOM	Total Price (in PhP)	Total Price (VAT inclusive) (in PhP)	Compliance to Technical Specification	
					Yes	No
SECURITY SERVICES OF THE TACLOBAN HERBAL PHARMACEUTICAL PROCESSING AND MANUFACTURING PLANT <i>(Refer to the Terms and Condition)</i> Note: Accomplish the ANNEX A. SUMMARY OF INFORMATION OF SECURITY GUARDS TO BE ASSIGNED TO PITAHC's THPPMP to be part of this proposal	1	lot				
<i>Other Terms and Conditions</i>						

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: _____