



REQUEST FOR PROPOSAL

Date: 16 February 2024

Reference: RFP CO-24-005SVP

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 item stated below with the total Approved Budget for the Contract (ABC) amounting to **Eight Hundred Sixty-Four Thousand Pesos (Php864,000.00) inclusive of VAT and other applicable taxes:**

2.

PITAHC 2024 APP Ref	PR Number	Item Description
5021203000	2024-01-014	SECURITY SERVICES FOR THE DAVAO HERBAL PROCESSING PLANT (See Term and Conditions for detailed information)

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 **11 March 2024, 11:59PM**.
5. The bidder must **submit a copy** of the following documents, **together with the proposal**, 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
 - b. Notarized Omnibus Sworn Statement by the prospective bidder in the new prescribed form as per GPPB Resolution No. 16-2020
 - c. Business/Income Tax Return for CY 2022
 - d. PHILGEPS Registration Number (to be indicated in the Price Proposal 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 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 the BAC Secretariat at telephone no. (02) 8376-3067.

(Sgd.)
ATTY. CARMENCITA D. CASTRO-SANTOS
Chairperson, PITAHC BAC



TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.
2. Delivery Schedule: Contract duration for a period of **one (1) year from date of receipt of Notice to Proceed**
3. Delivery Site: **PITAHC Davao Herbal Processing Plant**, J.P. Laurel Ave, Bajada, Davao City, 8000 Davao del Sur
4. Payment Term: **As per Terms and Conditions Item VIII**
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 (Php)**, include all taxes and duties and/or levies payable.
7. Proposals exceeding the ABC shall be automatically rejected.
8. 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.
9. 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.
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 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/s as follows:

Item Description	Unit Price (in PhP)	Total Price (VAT inclusive) (in PhP)
SECURITY SERVICES FOR THE DAVAO HERBAL PROCESSING PLANT		

Amount in Words: _____

The above-quoted price/s is/are inclusive of **all costs** and applicable taxes.

Very truly yours,

Signature : _____
Printed Name : _____
Date : _____
Company Name : _____
Contact Number : _____
PHILGEPS Registration Number: _____



TECHNICAL SPECIFICATIONS COMPLIANCE

Technical Specifications	Compliance to Technical Specifications (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
ITEM I: Location PITAHC Davao Herbal Processing Plant, DOH XI, J.P. Laurel Ave, Bajada, Davao City	Yes ()	No ()	
ITEM II: Objective Provision of security guards by a licensed private security agency, authorized to engage in the business of providing security guards who are duly licensed by competent authorities	Yes ()	No ()	
ITEM III: Services to be Rendered	Yes ()	No ()	
Provision of Security and Protection Services for the PITAHC DHPP 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.	Yes ()	No ()	
Assist in the implementation of office rules, regulation, policies, disaster preparedness, investigation and intelligence administration in all areas covered by the Contract. All activities/events shall be recorded in detail in the designated Record Books.	Yes ()	No ()	
Number of Security Guards The number of personnel who must be fielded shall be THREE (3) security guards, two (2) day shift and one (1) night shift, who are strictly under the employment of the Contractor and who shall be subjected to pre-screening by the Operation Manager of the Contractor and whose Personnel Information Sheet, including their appropriate clearances and licenses issued in accordance with existing laws and regulations are kept with the contractor for future need upon the request of this office (DHPP).	Yes ()	No ()	
Supplies, Materials, Tools and Equipment The SERVICE PROVIDER shall provide on its own account all materials,	Yes ()	No ()	



<p>tools, and equipment necessary, appropriate and incidental to the performance of the job. Unless otherwise specified by the PITAHC DHPP, the following supplies, materials, tools and equipment with the specified brand will be utilized:</p> <p>-Handheld radio with charger and reserve battery, 1 unit</p> <p>-Firearm must be original and duly assigned, 1 unit</p> <p>-Ammunition, 5 rounds of ammunition with 5 reserve</p> <p>-Baton/Night Stick with holder, 1 unit for each guard on duty</p> <p>-Whistle, 1 piece</p> <p>-High-Powered Flashlight with batteries, 1 unit for each guard on duty</p> <p>-First Aid Kit, 1 unit for all the guards</p> <p>-Rain boots/Raincoat/Umbrella, 1 for each guard on duty</p> <p>-Office supplies such as logbook, bond paper and ball pen, 1 unit/piece</p> <p>Firearms should be in good condition, covered with license by FEO, PNP, with complete load of ammunition. No “<i>Paltik</i>” revolvers should be issued to the security guards.</p> <p>All other materials as per SERVICE PROVIDER’s specifications will be subject to approval by the PITAHC DHPP.</p>	<p>Yes ()</p> <p>Yes ()</p> <p>Yes ()</p> <p>Yes ()</p> <p>Yes ()</p> <p>Yes ()</p> <p>Yes ()</p> <p>Yes ()</p> <p>Yes ()</p> <p>Yes ()</p>	<p>No ()</p> <p>No ()</p> <p>No ()</p> <p>No ()</p> <p>No ()</p> <p>No ()</p> <p>No ()</p> <p>No ()</p> <p>No ()</p> <p>No ()</p>	
<p>Other Requirements</p> <p>The GENERAL SCOPE of the duties of the Contractor shall be for the Provision of Security and Protection Services for PITAHC DHPP to ensure that the entire offices/installations/properties and premises are secured and protected at all times.</p> <p>1. The security supervisors/officers/guards must submit a copy of the following documents:</p> <p>1. Test Results showing that the security personnel are physically and mentally fit and have passed neuro-psychiatric examination</p>	<p>Yes ()</p> <p>Yes ()</p> <p>Yes ()</p>	<p>No ()</p> <p>No ()</p> <p>No ()</p>	



<p>administered by the National Center for Mental Health or any government-accredited hospital/clinic duly accredited to conduct such tests. Expenses chargeable to Contractor.</p> <p>2. 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.</p> <p>3. High School Diploma. If the security personnel are an ex-military (AFP or PNP) with a rank of sergeant for security officer, he must submit a college diploma;</p> <p>4. Documents issued by any government agency or government-accredited hospitals showing that the security guard is not less than 25 years nor more than 55 years old.</p> <p>5. Certification of security training; and</p> <p>6. 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.</p>	<p>Yes ()</p> <p>Yes ()</p> <p>Yes ()</p> <p>Yes ()</p> <p>Yes ()</p>	<p>No ()</p> <p>No ()</p> <p>No ()</p> <p>No ()</p> <p>No ()</p>	
<p>ITEM IV: Responsibilities of the Service Provider</p> <p>It shall be the responsibilities of the SERVICE PROVIDER to:</p>	<p>Yes ()</p>	<p>No ()</p>	
<p>1. Provide PITAHC-DAVAO with the above-mentioned communication, security and other related requirements to ensure the efficient, effective, and reliable performance of</p>	<p>Yes ()</p>	<p>No ()</p>	



<p>its guards in carrying out their functions and obligations;</p> <p>2. Provide the security guards with clean and presentable uniforms, name tags, ID's, and other necessary tools.</p> <p>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.</p> <p>4. Conduct an investigation in case of theft, pilferage, robbery, and other similar events that occur within PITAHC-DAVAO's premises/property and render an immediate report thereof.</p> <p>5. Be responsible and fully liable for the loss or damage of the properties under theft circumstances that are located within the PITAHC-DAVAO building and issued by PITAHC-DAVAO 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.</p> <p>6. Be fully responsible and liable for any injury or death of any of PITAHC-DAVAO's personnel or any person within PITAHC-DAVAO'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.</p> <p>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.</p>	<p>Yes ()</p> <p>Yes ()</p> <p>Yes ()</p> <p>Yes ()</p> <p>Yes ()</p> <p>Yes ()</p>	<p>No ()</p> <p>No ()</p> <p>No ()</p> <p>No ()</p> <p>No ()</p> <p>No ()</p>	
<p>ITEM V: Responsibilities of PITAHC DHPP</p> <p>PITAHC Davao 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.</p>	<p>Yes ()</p>	<p>No ()</p>	



<p>ITEM VI: DURATION OF ENGAGEMENT AND CONTRACT IMPLEMENTATION</p> <p>The duration of the agreement shall be for a period of ONE (1) YEAR from the date of receipt of Notice to Proceed, 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.</p> <p>If ever the procurement process could not be completed before the expiration of the Contract, an extension of contract may be resorted based on the Guidelines on Renewal of Regular and Recurring Services of the Updated 2016 Revised IRR.</p>	<p>Yes ()</p> <p>Yes ()</p>	<p>No ()</p> <p>No ()</p>	
<p>ITEM VII: APPROVED BUDGET FOR THE CONTRACT</p> <p>The CONTRACT price will be inclusive of all applicable government taxes.</p> <p>a. Amount direct to Security Guard -equivalent monthly rate -night differential pay -13th month pay -five (5) days incentive pay -retirement pay -uniform allowance</p> <p>b. Amount to Government in favor for SG (Employer's share only) -SSS premium -PhilHealth premium -ECC Insurance premium -Pag-ibig Contribution</p> <p>c. Other Factors -Admin Fee (at least 20% of the A+B) -VAT (12% of Admin Fee)</p>	<p>Yes ()</p> <p>Yes ()</p> <p>Yes ()</p>	<p>No ()</p> <p>No ()</p> <p>No ()</p>	
<p>ITEM VIII: PAYMENT</p> <p>The payment schedule shall be monthly, Required Billing Documents (Monthly)</p> <p>a) Original Billing Statement; b) Daily Attendance Sheet; c) Certified monthly payroll; d) 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;</p>	<p>Yes ()</p> <p>Yes ()</p>	<p>No ()</p> <p>No ()</p>	



ITEM IX: Qualifications of the Service Provider The Service Provider must possess the following qualifications:	Yes ()	No ()	
1. Member of Philippine Association of Detective and Protective Agency Operators (PADPAO), Inc.;	Yes ()	No ()	
2. Five (5) years of experience as Security Agency in the Philippines, preferably located in Davao City;	Yes ()	No ()	
3. Assigned personnel particularly the Security Guard must be physically and mentally fit;	Yes ()	No ()	
4. Absorptive capacity (follow instructions well);	Yes ()	No ()	
ITEM 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 technical qualifications of the Consultant:	Yes ()	No ()	
1. List of previous contracts similar to this project;	Yes ()	No ()	
2. Certificate of Membership and Certificate of Good Standing as of April 2023 issued by PADPAO, Inc.;	Yes ()	No ()	
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.);	Yes ()	No ()	N/A ()
4. Clearance Certificates as of April 2023 from the following: a. Social Security System (SSS) b. Home Development Mutual Fund (Pag-IBIG) c. Philippine Health Insurance Corporation (PhilHealth)	Yes ()	No ()	
5. Monthly disposition report duly received by <i>Supervisory Office for Security and Investigation Agencies</i> (SOSIA) for the period April 2023; and	Yes ()	No ()	
6. Current Organizational set-up (company structure). The company's	Yes ()	No ()	



organizational set-up to include the names of the holder of the position.			
Delivery Site: PITAHC Davao Herbal Processing Plant , DOH XI, J.P. Laurel Ave, Bajada, Davao City	Yes ()	No ()	
OTHER TERMS AND CONDITIONS	Yes ()	No ()	
Certificate of Satisfactory Completion/Performance for those who have previous contracts with PITAHC , if applicable.	Yes ()	No ()	N/A ()

Conforme:

Name of the Authorized Representative
And signature

Name of Company

Date