



REQUEST FOR PROPOSAL

Date: 15 February 2024

Reference: **RFP CO-24-003SVP**

1. The **Philippine Institute of Traditional and Alternative Health Care (PITAHC)** through its **Bids and Awards Committee (BAC)** invites interested bidders to submit a proposal for the procurement of the item stated below with the total Approved Budget for the Contract (ABC) amounting to **Eight Hundred Four Thousand Pesos (Php804,000.00) inclusive of VAT and other applicable taxes:**

2.

PITAHC 2024 APP Ref	PR Number	Item Description
5021203000	2024-01-002	SECURITY SERVICES FOR PITAHC-CAGAYAN VALLEY HERBAL PROCESSING PLANT (PITAHC-CVHPP) (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 **08 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:
- Valid and current Mayor’s/Business Permit
 - Notarized Omnibus Sworn Statement by the prospective bidder in the new prescribed form as per GPPB Resolution No. 16-2020
 - Business/Income Tax Return for CY 2022
 - 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 Cagayan Valley Herbal Processing Plant, #4 Dalan Na Pagayaya, Regional Government Center, Carig, Tuguegarao City**
4. Payment Term: **Please see Terms and Conditions Item VI (7)**
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)
<i>SECURITY SERVICES FOR PITAHC-CAGAYAN VALLEY HERBAL PROCESSING PLANT (PITAHC-CVHPP)</i>		

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-CVHPP located at #4 Dalan Na Pagayaya, Regional Government Center, Carig, Tuguegarao City	Yes ()	No ()	
ITEM II: Qualifications of the Service Provider The qualifications of the Service Provider:	Yes ()	No ()	
1. Should have at least (5) years of experience in providing security services to a government agency	Yes ()	No ()	
2. Must be a member of the Philippine Association of Detective and Protective Agency Operators (PADPAO) in good and active standing.	Yes ()	No ()	
3. Must be a duly licensed and registered Service provider	Yes ()	No ()	
4. Must be duly registered with the Securities and Exchange Commission, Department of Trade and Industry and Cooperative Development Authority.	Yes ()	No ()	
5. Must be duly registered with the Social Security System (SSS),Home Development Mutual Fund(PagIBIG) and Philippine Health Insurance Company(PHIC)	Yes ()	No ()	
6. Must be duly registered with the Bureau of Internal revenue (BIR)	Yes ()	No ()	
7. Net Financial Contracting Capacity(NFCC) at least equal to the ABC	Yes ()	No ()	
8. Must present at least one (1) Client Customer Feedback Form with at least Very Satisfactory rating from one government agency with whom the Service Provider has on-going contract or completed contract at least within the past two (2 years).	Yes ()	No ()	
ITEM III: Work Schedule The Security Agency must provide (3) security personnel who shall render satisfactory services	Yes ()	No ()	



from Mondays to Sundays including holidays on an eight (8) hour shift daily tour of duty. The Service Provider shall provide relievers or replacements in case absences of any security guards to ensure continuous and uninterrupted service at no cost to PITAHC-CVHPP.	Yes ()	No ()	
ITEM IV: Qualifications of Guards Security Guards to be assigned by the Service Provider to PITAHC-CVHPP must possess the following qualifications:	Yes ()	No ()	
1. Must be duly licensed issued by the Philippine National Police (PNP)/Supervisory Office on Security and Investigation Agencies(SOSIA) and PADPAO	Yes ()	No ()	
2. Must be a Filipino citizen of good moral character, certification issued by the Barangay Captain where the assigned guard reside	Yes ()	No ()	
3. Must have completed at least (1) year in college.	Yes ()	No ()	
4. Must be physically and mentally fit (medical certificate shall be issued by a government Physician to be presented upon detail to office.)	Yes ()	No ()	
5. Must have passed the neuro-psychiatric test and drug test. The neuro psychiatric test shall be conducted by the Cagayan Valley Medical Center (CVMC) Psychiatric Department while the Drug Test shall be conducted by any Philippine National Police PNP)/National Bureau of Investigation (NBI). Expenses for said tests shall be borne by the Service Provider.	Yes ()	No ()	
6. Cleared by the law enforcement or police agencies as to pending cases and without any record of conviction of a criminal offenses involving moral turpitude (clearance certificate to be presented upon detail to PITAHC-CVHPP. ex. NBI,MTC,RTC Clearance.	Yes ()	No ()	
7. Must have a Certificate of formal training as security guard, attach latest training or training updates, not to go beyond 5 years form the date of detail/posting of the guard.	Yes ()	No ()	
8. Not less than 18 years of age and not more than 55 years old.	Yes ()	No ()	
The documentary evidence of the above Qualifications of Guards shall be submitted to PITAHC-CVHPP upon detail to the agency	Yes ()	No ()	



after review and perusal of the documentary evidences if found in order, including one(1) 2x2 pictures and SSS membership Card thereafter.			
ITEM V: Scope of Work			
1. The Service provider shall provide PITAHC-CVHPP with three (3) security guards on an eight (8) hour shift from Mondays thru Sundays including holidays.	Yes ()	No ()	
2. The Security guards to be employed or posted by the Service Provider shall perform security services such as but not limited to the following activities:	Yes ()	No ()	
a. shall protect and defend officers and employees of PITAHC-CVHPP from harm, injury or death from action/s of third person/s during office hours including authorized overtimes as well as visitors during their stay in the office premises.	Yes ()	No ()	
b. Shall protect and defend office properties, equipment, supplies, vehicles and other facilities of PITAHC-CVHPP from loss, pilferage, theft, robbery, arson and other unlawful acts detrimental to the interest of PITAHC-CVHPP.	Yes ()	No ()	
c. Shall maintain record books/logbooks for entry of all employees, visitors & vehicles coming in and out, to and from the office properties, equipment and others being brought in and out, & vice versa for monitoring purposes.	Yes ()	No ()	
d. Escort visitors to concerned officers and personnel	Yes ()	No ()	
e. Reporting of unusual activities or packages	Yes ()	No ()	
f. Assists officers, employees and visitors with vehicle coming and going out of the office premises	Yes ()	No ()	
3. All materials and equipment necessary in the conduct of security and protective measures shall be provided by the Security Provider such as:	Yes ()	No ()	
a. Provision of at least one (1) licensed sidearm and /or one (1) shotgun with authority to possess for every security guard detail at every shift(submit verified and authenticated list of firearms and authority to possess the same)	Yes ()	No ()	
b. Provide one (1) emergency flashlight for every detailed guard	Yes ()	No ()	



c. Provision of at least one (1) nightstick for every guard on duty	Yes ()	No ()	
d. Provide record/logbook for their use	Yes ()	No ()	
e. Uniforms	Yes ()	No ()	
ITEM VI: Terms and Conditions			
1. The Service Provider should ensure that it's security personnel have been properly trained and thoroughly screened prior to employment and have been required to present favorable clearances and medical certificates attesting to their good moral character and physical fitness for the work involved.	Yes ()	No ()	
2. The Service Provider shall assume full responsibility for any claims/compensations arising from injuries or death caused/inflicted by the security guard to personnel of PITAHC-CVJHPP including third parties whether by accident or intentional within the premises and immediate vicinity(distance between fence and highways) surrounding PITAHC-CVHPP	Yes ()	No ()	
3. PITAHC-CVHPP shall not be responsible for any claim for personal injuries, damages or death caused by third person or by any other guard, although such injury or death arises out of and in the course of the lawful performance of the duties of the security guard.	Yes ()	No ()	
4. The Service Provider shall satisfy in full the monetary value of any loses, damages that may occur to PITAHC-CVHPP during all the time the Contract of Security Services is in force and effect except in cases where losses and /or damages are due to fortuitous events and/or force majeure and that the Security guard is not guilty of contributory negligence.	Yes ()	No ()	
5. PITAHC-CVHPP shall have the right to ask for relief or replacement of any security guards at any time.	Yes ()	No ()	
6. The Service provider shall not, except for purposes of performing obligations of this Contract, without PITAHC-CVHPP's prior written consent, discloses the Contract or any provisions thereof, or any specification and information furnished by or on behalf of PITAHC-CVHPP.	Yes ()	No ()	



7. The Service Provider shall be paid every 15 th and end of the month upon submission of billing statement, duly accomplished and report forms ,copies of payroll, remittances with official receipt of SSS, PagIBIG ,PhilHealth and BIR for all security guards assigned. Payment shall be suspended by PITAHC-CVHPP in case of non-compliance of the stated requirements.	Yes ()	No ()	
8. The Service Provider shall pay all personnel costs under this Agreement such as: a. Wages, salaries & wage adjustments b. SSS,PagIBIG & PhilHealth Insurance required by law c. Government licensing charges and Taxes	Yes ()	No ()	
9. PITAHC-CVHPP agrees that should there be any wage or mandated benefit (i.e. SSS,Pag-IBIG & Phil health) increase in favor of the security personnel assigned, by operation of law at any time while the Contract is in force, the Service Provider must inform PITAHC-CVHPP in writing of the wage increase to allow the latter to undertake the appropriate measures before its implementation.	Yes ()	No ()	
10. There shall be no employer-employee relationship between PITAC-CVHPP and the Security guards assigned by the Service Provider.	Yes ()	No ()	
11. There shall be no assignment whatsoever of this Contract to a third Party.	Yes ()	No ()	
ITEM VII: Notes Any other term, condition or provision not stipulated in this document will be covered by a separate agreement as proposed and agreed upon by PITAHC-CVHPP and the Service Provider.	Yes ()	No ()	
ITEM VIII: Contract Duration/Extension The Contract duration is for a period of one (1) year from the date of receipt of Notice to Proceed. An extension, if warranted, shall be based on the Guidelines on Renewal of Regular and Recurring Services of the Updated 2016 Revised IRR, if no new contract has been entered into after its duration	Yes ()	No ()	
Delivery Site: PITAHC Cagayan Valley Herbal Processing Plant, #4 Dalan Na	Yes ()	No ()	



Pagayaya, Regional Government Center, Carig, Tuguegarao City			
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