



Republic of the Philippines  
**DEPARTMENT OF HEALTH**  
*Philippine Institute of Traditional and  
Alternative Health Care*



**INVITATION TO BID FOR  
PROCUREMENT OF JANITORIAL AND ALLIED MANPOWER  
SERVICES FOR THE PHILIPPINE INSTITUTE OF TRADITIONAL  
AND ALTERNATIVE HEALTH CARE (MULTI-YEAR CONTRACT  
FOR CALENDAR YEARS 2025, 2026 AND 2027) (REBIDDING)  
(EARLY PROCUREMENT ACTIVITIES)**

1. The Philippine Institute of Traditional and Alternative Health Care (PITAHC), through the **Budget Proposal FY 2025 with Multi-Year Contractual Authority** approved by the **PITAHC Board of Trustees** through its **Resolution No. 19 series of 2024** dated **07 November 2024** intends to apply the sum of **THREE MILLION NINE HUNDRED SIX THOUSAND SEVEN HUNDRED PESOS AND 95/100 CENTAVOS (PhP3,906,700.95)** being the total ABC to payments under the contract for the project **PROCUREMENT OF JANITORIAL AND ALLIED MANPOWER SERVICES FOR THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE (MULTI-YEAR CONTRACT FOR CALENDAR YEARS 2025, 2026 AND 2027) (REBIDDING) (EARLY PROCUREMENT ACTIVITIES)**:

Lot	Year(s)	Personnel Requirement	ABC (in PhP)
1	Year 1 – CY 2025	4	1,122,219.77
	Year 2 – CY 2026	5	1,392,240.59
	Year 3 – CY 2027	5	1,392,240.59

For the purpose of early procurement authorized under Section 7.6 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, the proposed budget under the FY 2025 GOCC, the approved Corporate Operating Budget shall be used as basis. The period for the performance of the obligations under the Contract shall not go beyond the validity of the corresponding appropriations for the Project.

Bids received in excess of the respective ABC shall be automatically rejected at bid opening.

2. PITAHC now invites bids for the above Procurement Project. Delivery of the Goods is required based on the Schedule of Requirements. **Bidders should have completed, within three (3) years from the date of submission and receipt of bids, a contract similar to the Project.** The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from PITAHC and inspect the Bidding Documents at the address given below during office hours between **8:00 a.m. to 4:00 p.m.** from **Mondays to Fridays** except during weekend and declared Holidays and suspension of work.
5. A complete set of Bidding Documents may be acquired by interested Bidders upon payment of the non-refundable fee for the Bidding Documents through:
  - a) Cashier Section, 3rd Floor, PITAHC Building, Matapang Street, East Avenue Medical Center Compound, Barangay Central, Quezon City; or
  - b) LAND BANK OF THE PHILIPPINES

Current Account Name: **PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE**

Account No. : **1872-1035-18**

Upon deposit, the bidders must submit the scanned copy of the deposit slip to [bac@pitahc.gov.ph](mailto:bac@pitahc.gov.ph) and [finance@pitahc.gov.ph](mailto:finance@pitahc.gov.ph).

Payment of the non-refundable fee for the Bidding Documents is in pursuant to the latest Guidelines issued by the GPPB, in the following amount depending on the lot(s) intended to be bid:

Lot	Description	ABC per Lot (in PhP)	Non-Refundable Fee per Lot (in PhP)
1	<b>PROCUREMENT OF JANITORIAL AND ALLIED MANPOWER SERVICES FOR THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE (MULTI-YEAR CONTRACT FOR CALENDAR YEARS 2025, 2026 AND 2027) (REBIDDING) (EARLY PROCUREMENT ACTIVITIES)</b>	<b>3,906,700.95</b>	<b>5,000.00</b>

6. PITAHC will hold a Pre-Bid Conference on **January 3, 2025, 1:30 PM via Zoom Teleconferencing**, which shall be open only to those prospective bidders who coordinated and confirmed their attendance to participate to the said Conference.

The Zoom Link shall be provided by PITAHC IT Officer through the BAC Secretariat upon request.

7. Bids must be duly received by the BAC Secretariat through manual or electronic submission as indicated below on or before **17 January 2025, 12:00 PM**. Late bids submission shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **17 January 2025, 1:30 PM** at the given address below Zoom Teleconference. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. PITAHC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**MR. RODELIO D. MENDEZ JR.**

*Head, BAC Secretariat*

PITAHC Building, Matapang Street, East Avenue Medical Center Compound, Barangay Central, Quezon City

Telephone No.: (+632) 376-3067/376-3068 local 320, Facsimile No.: (+632) 376-3067

E-mail: bac@pitahe.gov.ph

12. You may visit the following websites:

For downloading of Bidding Documents:

<https://pitahe.gov.ph/category/invitation-to-bid/>

For online bid submission: bac@pitahe.gov.ph

24 December 2024

Sgd.  
**ATTY. KEENTH N. ALMEÑE**  
*BAC Chairperson*