



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



## NOTICE OF EXTENSION

14 March 2025

**MS. AZENITH A. CENOJAS**

Authorized Representative

**AXZEEN SECURITY AGENCY**

Lot 2 Block 14 Phase 1, Diho Subdivision

Buhangin, Davao City

Dear Ms. Cenojas:

Good day.

We are pleased to inform you that the contract for **SECURITY SERVICES OF DAVAO HERBAL PROCESSING PLANT (DHPP) FOR THE YEAR 2024** is hereby extended for a period of three (3) months from **01 APRIL 2025 TO 30 JUNE 2025, OR UNTIL THE AWARD OF THE CONTRACT IS COMPLETED, WHICHEVER COMES FIRST**, in the amount of **TWO HUNDRED TEN THOUSAND SIX HUNDRED SIXTY-NINE PESOS AND EIGHTY-SEVEN CENTAVOS (PHP210,669.87)**, **SUBJECT TO ACTUAL SERVICES RENDERED** in accordance with Appendix 24 "Revised Guidelines on Extension of Contracts for General Support Services" provided under 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

We appreciate your interest in extending the contract for **SECURITY SERVICES OF DAVAO HERBAL PROCESSING PLANT (DHPP) FOR THE YEAR 2024** and we look forward to your satisfactory performance of your obligations under the project.

Sincerely yours,

  
**MA. TERESA C. INIGO, MD, FPCAM, CESE**  
Director General  
**HEAD OF PROCURING ENTITY**

Received By:

\_\_\_\_\_  
(Signature above printed name)

\_\_\_\_\_  
(Date and Time of receipt)



**BIDS AND AWARDS COMMITTEE**  
**Resolution No. 2025-017**

**RECOMMENDING THE EXTENSION OF CONTRACT FOR THE SECURITY  
SERVICES OF DAVAO HERBAL PROCESSING PLANT (DHPP)**

**WHEREAS**, the provision of security services is essential, indispensable, or necessary to support the operations of the Philippine Institute of Traditional and Alternative Health Care-Davao Herbal Processing Plant (PITAHC-DHPP);

**WHEREAS**, early this month of March 2025, the End User Unit (EUU), DHPP, has started the completion of the documents for the project **"PROCUREMENT OF SECURITY SERVICES FOR DHPP FOR THE YEAR 2025"**;

**WHEREAS**, the BAC will not be able to recommend the awarding of the said project by 31 March 2025 due to time constraints in the processing and revision of the necessary documents to process the project;

**WHEREAS**, Section 4 of Appendix 24 "Revised Guidelines on Extension of Contracts for General Support Services" of the Updated 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (RA 9184) allows for the extension of a contract, provided that the contract extension shall not exceed one (1) year;

**WHEREAS**, the contract for the project **"SECURITY SERVICES FOR DHPP FOR THE YEAR 2024"** was awarded to **AXZEEN SECURITY AGENCY** through Negotiated Procurement under Small Value Procurement in 2024;

**WHEREAS**, the existing contract with **AXZEEN SECURITY AGENCY** has a duration of one (1) year from 01 April 2024 to 31 March 2025, and a contract amount of **EIGHT HUNDRED SIXTY-THREE THOUSAND FOUR HUNDRED FIFTY-FOUR PESOS AND FIFTEEN CENTAVOS (PhP863,454.15)**;

**WHEREAS**, the DHPP as the end user unit has requested for the extension of the existing contract with **AXZEEN SECURITY AGENCY** under the same terms and conditions in order to ensure the continuity in the provision of security services while the procurement for a regular contract is still ongoing;

**WHEREAS**, Section 4 of Appendix 24 "Revised Guidelines on Extension of Contracts for General Support Services" of the Updated 2016 Revised IRR of RA 9184 provides that the Procuring Entity (PE) may extend the duration of an ongoing but about-to-expire contract, provided that it complies with the conditions stated therein;

**WHEREAS**, **AXZEEN SECURITY AGENCY** has not violated any of the provisions of its existing contract with PITAHC that would preclude the extension of the said contract, as evidenced by the Certificate of Satisfactory Performance issued by the end user unit, herein attached as Annex "A";

**WHEREAS**, **AXZEEN SECURITY AGENCY** through its representative, **MS. AZENITH A. CENOJAS**, has expressed its conformity to the requested extension;



## RESOLUTION

**NOW THEREFORE**, in view of all the foregoing, the members of the Bids and Awards Committee, hereby **RESOLVE, AS IT HEREBY RESOLVED**, to:

**RECOMMEND** to the Head of the Procuring Entity the approval of the extension of the contract of **SECURITY SERVICES OF DAVAO HERBAL PROCESSING PLANT (DHPP) FOR THE YEAR 2024** to **AXZEEN SECURITY AGENCY** from 01 April 2025 to 30 June 2025, OR UNTIL THE AWARD OF THE CONTRACT IS COMPLETED, WHICHEVER COMES FIRST, with a total contract extension price of **TWO HUNDRED TEN THOUSAND SIX HUNDRED SIXTY-NINE PESOS AND EIGHTY-SEVEN CENTAVOS (PHP210,669.87)**, SUBJECT TO ACTUAL SERVICES RENDERED.

Adopted this 13<sup>th</sup> day of March 2025 in Quezon City, Philippines.

ATTY. KEENTH N. ALMEÑE  
Chairperson

DR. FROILAINNE A. DELA CRUZ  
Vice Chairperson

MS. EMELINE ROSE R. MARIANO  
Member

MS. MA. OFELIA G. INFANTE  
Member

MS. SHEILA V. PATIÑO  
Member

Approved by:

MA. TERESA C. IÑIGO, MD, FPCAM, CESE  
Director General  
HEAD OF PROCURING ENTITY



**BIDS AND AWARDS COMMITTEE**  
**Resolution No. 2025-017**

**RECOMMENDING THE EXTENSION OF CONTRACT FOR THE SECURITY  
SERVICES OF DAVAO HERBAL PROCESSING PLANT (DHPP)**

**WHEREAS**, the provision of security services is essential, indispensable, or necessary to support the operations of the Philippine Institute of Traditional and Alternative Health Care-Davao Herbal Processing Plant (PITAH-C-DHPP);

**WHEREAS**, early this month of March 2025, the End User Unit (EUU), DHPP, has started the completion of the documents for the project **"PROCUREMENT OF SECURITY SERVICES FOR DHPP FOR THE YEAR 2025"**;

**WHEREAS**, the BAC will not be able to recommend the awarding of the said project by 31 March 2025 due to time constraints in the processing and revision of the necessary documents to process the project;

**WHEREAS**, Section 4 of Appendix 24 "Revised Guidelines on Extension of Contracts for General Support Services" of the Updated 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (RA 9184) allows for the extension of a contract, provided that the contract extension shall not exceed one (1) year;

**WHEREAS**, the contract for the project **"SECURITY SERVICES FOR DHPP FOR THE YEAR 2024"** was awarded to **AXZEEN SECURITY AGENCY** through Negotiated Procurement under Small Value Procurement in 2024;

**WHEREAS**, the existing contract with **AXZEEN SECURITY AGENCY** has a duration of one (1) year from 01 April 2024 to 31 March 2025, and a contract amount of **EIGHT HUNDRED SIXTY-THREE THOUSAND FOUR HUNDRED FIFTY-FOUR PESOS AND FIFTEEN CENTAVOS (PhP863,454.15)**;

**WHEREAS**, the DHPP as the end user unit has requested for the extension of the existing contract with **AXZEEN SECURITY AGENCY** under the same terms and conditions in order to ensure the continuity in the provision of security services while the procurement for a regular contract is still ongoing;

**WHEREAS**, Section 4 of Appendix 24 "Revised Guidelines on Extension of Contracts for General Support Services" of the Updated 2016 Revised IRR of RA 9184 provides that the Procuring Entity (PE) may extend the duration of an ongoing but about-to-expire contract, provided that it complies with the conditions stated therein;

**WHEREAS**, **AXZEEN SECURITY AGENCY** has not violated any of the provisions of its existing contract with PITAH-C that would preclude the extension of the said contract, as evidenced by the Certificate of Satisfactory Performance issued by the end user unit, herein attached as Annex "A";

**WHEREAS**, **AXZEEN SECURITY AGENCY** through its representative, **MS. AZENITH A. CENOJAS**, has expressed its conformity to the requested extension;



## RESOLUTION

**NOW THEREFORE**, in view of all the foregoing, the members of the Bids and Awards Committee, hereby **RESOLVE, AS IT HEREBY RESOLVED**, to:

**RECOMMEND** to the Head of the Procuring Entity the approval of the extension of the contract of **SECURITY SERVICES OF DAVAO HERBAL PROCESSING PLANT (DHPP) FOR THE YEAR 2024** to **AXZEEN SECURITY AGENCY** from **01 April 2025** to **30 June 2025**, OR UNTIL THE AWARD OF THE CONTRACT IS COMPLETED, WHICHEVER COMES FIRST, with a total contract extension price of **TWO HUNDRED TEN THOUSAND SIX HUNDRED SIXTY-NINE PESOS AND EIGHTY-SEVEN CENTAVOS (PHP210,669.87)**, SUBJECT TO ACTUAL SERVICES RENDERED.

Adopted this **13<sup>th</sup>** day of **March 2025** in Quezon City, Philippines.

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Chairperson

**DR. FROILAINNE A. DELA CRUZ**  
Vice Chairperson

**MS. EMELINE ROSE R. MARIANO**  
Member

**MS. MA. ORELIA G. INFANTE**  
Member

**MS. SHEILA V. PATIÑO**  
Member

Approved by:

**MA. TERESA C. IÑIGO, MD, FPCAM, CESE**  
Director General  
**HEAD OF PROCURING ENTITY**