



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



NOTICE OF EXTENSION

PCSUPT. ROMEO S. PAGALILAUAN, PH.D
Authorized Representative
REGION SECURITY AND INVESTIGATION AGENCY
37 Diversion Road Caritan Centro
Tuguegarao City


Dear Mr. Pagalilauan:

Good day.

We are pleased to inform you that the contract for **SECURITY SERVICES OF CAGAYAN VALLEY HERBAL PROCESSING PLANT (CVHPP) FOR THE YEAR 2024** is hereby extended for a period of two (2) months from **03 APRIL 2025 TO 2 JUNE 2025, OR UNTIL THE AWARD OF THE CONTRACT IS COMPLETED, WHICHEVER COMES FIRST**, in the amount of **ONE HUNDRED THIRTY-FOUR THOUSAND FIFTY-SIX PESOS AND FORTY CENTAVOS (PHP134,056.40)**, **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 CAGAYAN VALLEY HERBAL PROCESSING PLANT (CVHPP) 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. 2025-015

**RECOMMENDING THE EXTENSION OF CONTRACT FOR THE
SECURITY SERVICES OF CAGAYAN VALLEY HERBAL PROCESSING
PLANT (CVHPP)**

WHEREAS, the provision of security services is essential and indispensable to support the operations of the Philippine Institute of Traditional and Alternative Health Care-Cagayan Valley Herbal Processing Plant (PITAH-CVHPP);

WHEREAS, in early March 2025, the CVHPP, as the End User Unit (EUU), has submitted the required documents for the **“PROCUREMENT OF SECURITY SERVICES FOR CVHPP 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 CVHPP FOR THE YEAR 2024”** was awarded to **REGION SECURITY AND INVESTIGATION AGENCY** through Negotiated Procurement under Small Value Procurement in 2024;

WHEREAS, the existing contract with **REGION SECURITY AND INVESTIGATION AGENCY** has a duration of one (1) year from 03 April 2024 to 02 April 2025, and a contract amount of **SEVEN HUNDRED FIFTY-FOUR THOUSAND NINE HUNDRED SEVENTY-THREE PESOS AND SIXTY-FOUR CENTAVOS (PhP754,973.64)**;

WHEREAS, the CVHPP has requested for the extension of the existing contract with **REGION SECURITY AND INVESTIGATION AGENCY** under the same terms and conditions in order to ensure the continuity in the provision of security services while the bidding 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, **REGION SECURITY AND INVESTIGATION AGENCY** has not violated any of the provisions of its existing contract with PITAH 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, **REGION SECURITY AND INVESTIGATION AGENCY** through its representative, PCSupt. Romeo S. Pagalilauan, Ph.D, 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 CAGAYAN VALEEY HERBAL PROCESSING PLANT (CVHPP) FOR THE YEAR 2024** to **REGION SECURITY AND INVESTIGATION AGENCY** from **03 April 2025** to **02 June 2025**, OR UNTIL THE **AWARD OF THE CONTRACT IS COMPLETED, WHICHEVER COMES FIRST**, with a total contract extension price of **ONE HUNDRED THIRTY-FOUR THOUSAND FIFTY-SIX PESOS AND FORTY CENTAVOS (PHP134,056.40)**, **SUBJECT TO ACTUAL SERVICES RENDERED.**

Adopted this 10th 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