



REQUEST FOR QUOTATION

Date: 14 March 2025

Reference: RFQ CO-25-005SVP

- 1. The Philippine Institute of Traditional and Alternative Health Care (PITAHC) through its Bids and Awards Committee (BAC) invites interested bidders to submit a quotation for the procurement of the item stated below with the total Approved Budget for the Contract (ABC) amounting to EIGHT HUNDRED EIGHTY-NINE THOUSAND THREE HUNDRED FIFTY-EIGHT PESOS AND NINETY CENTAVOS (PHP889,358.90) inclusive of all applicable taxes and other charges;
- 2.

PITAHC	PR	
2025 APP Ref	Number	Item Description
		PROCUREMENT OF SECURITY SERVICES FOR THE CAGAYAN VALLEY HERBAL PROCESSING PLANT
5021203000	25-02-003	(See Terms and Conditions for detailed requirements)

- 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 quotation 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 quotation shall be received until **19 March 2025**, **12:00NN**.
- 5. The bidder must **submit a copy** of the following documents, **together with the quotation**, 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 2024/2025
 - b. Notarized Omnibus Sworn Statement by the prospective bidder in the new prescribed form as per GPPB Resolution No. 16-2020, attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable
 c. PHILGEPS Registration Number (to be indicated in the Price Quotation 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 quotations, 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 Mr. **Rodelio D. Mendez Jr.** at telephone no. (02) 8282-5194 loc 303.

Sgd. ATTY. KEENTH N. ALMEÑE Chairperson, PITAHC BAC





OTHER TERMS AND CONDITIONS

- 1. Bidders shall provide the correct and accurate information required in this form.
- 2. Project Duration: One (1) year from the date of signing of Contract and Purchase Order
- 3. Place of Delivery: **PITAHC Cagayan Valley Herbal Processing Plant, #4 Dalan** Na Pagayaya, Regional Government Center, Carig, Tuguegarao City
- 4. Terms of Payment: Please see Term and Conditions Item VII.7
- 5. Price quotation must be valid for a period of **thirty (30) calendar days** from the date of submission.
- 6. Price quotation to be denominated in **Philippine Peso (PhP)**, include all taxes and duties and/or levies payable.
- 7. Quotations exceeding the ABC shall be automatically rejected.
- 8. In addition to the submission of the Price Quotation Form, **bidder shall submit a Certificate of Satisfactory Completion/Performance for those who have previous contracts with PITAHC one (1) year from the deadline of submission of quotation**, if applicable.
- 9. The **award of contract** shall be made to the single or lowest calculated and responsive quotation, 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/services 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 QUOTATION 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 quotation for the item as follows:

Item Description	Total Price (Exclusive of all costs, applicable taxes, and service charges:)	Total Price (Inclusive of all costs, applicable taxes, and service charges)
PROCUREMENT OF SECURITY SERVICES FOR THE CAGAYAN VALLEY HERBAL PROCESSING PLANT		
QUANTITY: ONE (1) LOT		
NUMBER OF SECURITY GUARDS: THREE (3) SECURITY GUARDS		

Amount in Words:	L
Amount in vvoius.	`

OT 1 _____

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

Very truly yours,	
Signature	:
Printed Name	:
Date	:
Company Name	:
Contact Number	:
PHILGEPS Registra	tion Number:





Technical Specifications

Technical Specifications	Compliance to Technical Specifications (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
PROCUREMENT OF SECURITY SERVICES FOR THE CAGAYAN VALLEY HERBAL PROCESSING PLANT			
QUANTITY: ONE (1) LOT	Yes()	No()	
NUMBER OF SECURITY GUARDS: THREE (3) SECURITY GUARDS	Yes()	No()	
ITEM I: Location			
PITAHC-CVHPP is located at #4 Dalan Na Pagayaya, Regional Government Center, Carig, Tuguegarao City	Yes()	No()	
ITEM II: ABC and Contract Duration The term of this Contract shall be effective for a period of one (1) year from the date of signing of the Contract and Purchase Order with total ABC stated above, inclusive of all applicable taxes and other charges	Yes ()	No()	
ITEM III: Qualifications of the Service Provider			
The qualifications of the Service Provider:	Yes()	No()	
 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()	
 Must be duly registered with the Securities and Exchange Commission, Department of Trade and Industry or Cooperative Development Authority. 	Yes()	No()	
5. Must be duly registered with the Social Security System (SSS),Home			





Development Mutual	Vac()		
Development Mutual	Yes()	No()	
Fund(PagIBIG) and Philippine			
Health Insurance Company(PHIC)			
6. Must be duly registered with the			
Bureau of Internal revenue (BIR)			
Dureau of Internal revenue (Bity)	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	Yes()	No()	
one government agency with whom			
the Service Provider has on-going			
contract or at last within the past			
two (2 years).			
ITEM VI: Work Schedule			
The Security Agency must provide (3)			
security personnel who shall render	Yes()	No()	
satisfactory services 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	Yes()	No()	
security guards to ensure continuous and			
uninterrupted service at no cost to PITAHC-			
CVHPP.			
ITEM V: Qualifications of Guards			
Security Guards to be assigned by the			
Service Provider to PITAHC-CVHPP must	Yes()	No()	
possess the following qualifications:			
1. Must be duly licensed issued by the			
Philippine National Police			
(PNP)/Supervisory Office on	Yes()	No()	
Security and Investigation Agencies			
(SOSIA) and PADPAO			
2. Must be a Filipino citizen of good			
moral character, certification issued			
by the Barangay Captain where the	Yes()	No()	
assigned guard reside			
2 Must being an under die the set (4)			
3. Must have completed at least (1)			
year in college.	Vec ()		
A Much he abycically and montally fit	Yes()	No()	
4. Must be physically and mentally fit			
(medical certificate shall be issued	Voc()		
by a government Physician to be	Yes()	No()	
presented upon detail to office.			
5. Must have passed the neuro-			
psychiatric test and drug test. The	Yes()	No()	
neuro psychiatric test shall be	103()		
conducted by the Cagayan Valley			
Medical Center (CVMC) Psychiatric			
Department while the Drug Test			
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.			
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 ()	
 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 <u>Qualifications of Guards</u> shall be submitted to PITAHC-CVHPP upon detail to the agency after review and perusal of the documentary evidences if found in order, including one(1) 2x2 pictures and SSS membership Card thereafter.	Yes ()	No()	
ITEM VI: 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 ()	
 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: a. shall protect and defend 	Yes ()	No ()	
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	Yes()	No ()	
premises. 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	Yes()	No ()	





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detrimental to the interest of			
PITAHC-CVHPP.			
c. Shall maintain record	Yes()	No()	
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			
f. Assists officers, employees and	Yes()	No()	
visitors with vehicle coming and			
_			
going out of the office premises			
3. All materials and equipment			
necessary in the conduct of security			
	Yes()	No()	
and protective measures shall be			
provided by the Security Provider			
such as:			
a. Provision of at least one (1)	Yes()	No()	
licensed sidearm and /or one (1)	ies()		
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)			
b. Provide one (1) emergency	Yes()	No()	
flashlight for every detailed			
guard			
c. Provision of at least one (1)	Yes()	No()	
nightstick for every guard on			
duty			
d. Provide record/logbook for	Yes()	No()	
their use			
	Yes()	No()	
e. Uniforms			
ITEM VII: Terms and Conditions			
1. The Service Provider should	Yes()	No()	
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.			
2. The Service Provider shall assume			
full responsibility for any			
	1	1	I





	claims/compensations arising from injuries or death caused/inflicted by the security guard to personnel of PITAHC-CVHPP 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 VIII: 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 ()	
TERMS AND CONDITIONS	Yes()	No()	
Certificate of Satisfactory Completion/Performance for those who have previous contracts with PITAHC, if applicable.	Yes()	No ()	

Conforme:

Name and signature of the Authorized Representative Name of Company

Date





Annex "A"

TERMS OF REFERENCE

FOR THE PROCUREMENT OF SECURITY SERVICES OF THE PHILLIPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE-CAGAYAN VALLEY HERBAL PROCESSING PLANT (PITAHC-CVHPP) FOR CY 2025

Location

PITAHC-CVHPP is located at #4 Dalan Na Pagayaya, Regional Government Center, Carig, Tuguegarao City

Approved Budget for the Contract (ABC) and Contract Duration

The term of this Contract shall be effective for a period of one(1) year from the date of signing of the Contract and Purchase Order with a total Approved Budget for the Contract (ABC) amounting to **Eight Hundred Eighty Nine Thousand Three Hundred Fifty Eight Pesos & 90/100 Only (P889,358.90)**

Qualifications of the Service Provider

The qualifications of the Service Provider:

- 9. Should have at least (5) years of experience in providing security services to a government agency
- 10. Must be a member of the Philippine Association of Detective and Protective Agency Operators (PADPAO) in good and active standing.
- 11. Must be a duly licensed and registered Service provider
- 12. Must be duly registered with the Securities and Exchange Commission **or** Department of Trade and Industry **or** Cooperative Development Authority.
- 13. Must be duly registered with the Social Security System (SSS), Home Development Mutual Fund(PagIBIG) and Philippine Health Insurance Company(PHIC)
- 14. Must be duly registered with the Bureau of Internal revenue (BIR)
- 15. Net Financial Contracting Capacity(NFCC) at least equal to the ABC
- 16. 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 at last within the past two (2 years).

Work Schedule

The Security Agency must provide (3) security personnel who shall render satisfactory services 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.

Qualifications of Guards

Security Guards to be assigned by the Service Provider to PITAHC-CVHPP must possess the following qualifications:

- 9. Must be duly licensed issued by the Philippine National Police (PNP)/Supervisory Office on Security and Investigation Agencies(SOSIA) and PADPAO
- 10. Must be a Filipino citizen of good moral character, certification issued by the Barangay Captain where the assigned guard reside
- 11. Must have completed at least (1) year in college.
- 12. Must be physically and mentally fit (medical certificate shall be issued by a government Physician to be presented upon detail to office.)
- 13. 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.





- 14. 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.
- 15. 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.
- 16. Not less than 18 years of age and not more than 55 years old.

The documentary evidence of the above qualifications shall be submitted to PITAHC-CVHPP upon detail to the agency after review and perusal of the documentary evidences if found in order, including one(1) 2x2 pictures and SSS membership Card thereafter.

Scope of Work

- 4. The Service provider shall provide PITAHC-CVHPP with three (3) security guards on an eight (8) hour shift from Mondays thru Sundays including holidays.
- 5. 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:
 - g. 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.
 - h. 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.
 - i. 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.
 - j. Escort visitors to concerned officers and personnel
 - k. Reporting of unusual activities or packages
 - I. Assists officers, employees and visitors with vehicle coming and going out of the office premises
- 6. All materials and equipment necessary in the conduct of security and protective measures shall be provided by the Security Provider such as:
 - f. 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)
 - g. Provide one (1) emergency flashlight for every detailed guard
 - h. Provision of at least one (1) nightstick for every guard on duty
 - i. Provide record/logbook for their use
 - j. Uniforms

Terms and Conditions

- 2. 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.
- 3. 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
- 4. 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.
- 5. 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.
- 6. PITAHC-CVHPP shall have the right to ask for relief or replacement of any security guards at any time.
- 7. 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.





- 8. The Service Provider shall be paid every 15th 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.
- 9. The Service Provider shall pay all personnel costs under this Agreement such as:
 - d. Wages, salaries & wage adjustments
 - e. SSS, PagIBIG & PhilHealth Insurance required by law
 - f. Government licensing charges and Taxes
- 10. 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.
- 11. There shall be no employer-employee relationship between PITAC-CVHPP and the Security guards assigned by the Service Provider.
- 12. There shall be no assignment whatsoever of this Contract to a third Party.

Notes

1. 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.