REQUEST FOR QUOTATION

Date: 25 June 2026

Reference: **RFQ CO-26-009SVP**

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 **NINE HUNDRED SEVENTY THOUSAND SIX HUNDRED FIFTY-THREE PESOS AND THIRTY CENTAVOS (P970,653.30), inclusive of all applicable taxes and other charges;**
2.

PITAHC 2026 APP Ref	PR Number	Item Description
5021203000	**2026-04-008**	**PROCUREMENT OF SECURITY SERVICES FOR CAGAYAN VALLEY HERBAL PROCESSING PLANT** *(See Technical Specifications for detailed requirements)*

3. Procurement shall be conducted through Small Value Procurement as prescribed under Rule IV – Modes of Procurement of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009 or the New Government Procurement Act (NGPA).

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 **30 June 2026, 12:00 NOON**.

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 2026
   b. Notarized Omnibus Sworn Statement by the prospective bidder in the new prescribed form as per **NGPA Standard forms**, 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*
   d. Latest Income Tax Returns FY 2025/Latest Business Tax Returns 2026

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. Delivery Period: Please refer to the Terms of Reference

3. Delivery Site: **PITAHC Cagayan Valley Herbal Processing Plant, #4 Dalan Na Pagayaya, Regional Government Center, Carig, Tuguegarao City**

4. Payment Terms : **Please refer to the Terms of Reference**

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 may 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.

12. Original hard copies of the documents will be submitted by the awardee once the project was awarded.

TERMS OF REFERENCE (TOR)
FOR THE PROCUREMENT OF SECURITY SERVICES
PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE (PITAHC)
HERBAL PROCESSING PLANT

I. Location

PITAHC Herbal Processing Plant located at:#4 Dalan Na Pagayaya, Regional Government Center, Carig, Tuguegarao City.

II. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **Nine Hundred Seventy Thousand Six Hundred Fifty Three Pesos & 30/100(P970,653.30) Only**, inclusive of all applicable taxes and charges.

III. MODE OF PROCUREMENT

The procurement shall be undertaken through Small Value Procurement, in accordance with the applicable provisions of Republic Act No. 12009 and its Implementing Rules and Regulations.

IV. CONTRACT DURATION

The Contract shall be for a period of one(1) year from the issuance of the Notice to Proceed.

V. OBJECTIVE

To ensure the safety, security, and integrity of PITAHC Herbal Processing Plant operations, including the protection of personnel, facilities, equipment, herbal raw materials, and finished products.

VI. SCOPE OF WORK / SERVICES

The Service Provider shall:
1. Deploy **three (3) security guards** on a **24/7 basis**, with **eight (8)-hour shifting schedules**, including weekends and holidays.
2. Provide relievers, as necessary, at no additional cost to ensure uninterrupted security services.
3. Implement and enforce all security protocols within the plant premises.

VII. DUTIES AND RESPONSIBILITIES OF SECURITY GUARDS

Security personnel shall perform the following duties:

A. Access Control and Monitoring
- Enforce “No ID, No Entry” policy
- Log all personnel, visitors, suppliers, and vehicles
- Inspect bags, packages, and deliveries

B. Protection of Herbal Materials and Products
- Safeguard raw herbal materials, extracts, and finished products
- Monitor movement of materials within storage and processing areas
- Ensure proper documentation for outgoing materials

C. Facility and Equipment Security
- Conduct regular patrols of plant premises, including warehouses and restricted areas
- Ensure all access points are secured after operating hours

D. Compliance with Plant Protocols
- Enforce restricted access to processing and storage areas
- Support sanitation, safety, and plant-specific operational protocols

E. Incident Monitoring and Reporting
- Maintain logbooks of activities and incidents
- Immediately report suspicious activities, hazards, or breaches

F. Emergency Response
- Assist in fire, medical, and other emergency situations
- Support evacuation and safety procedures

G. Traffic and Visitor Assistance
- Manage entry/exit of vehicles
- Assist and direct visitors appropriately

VIII. QUALIFICATIONS OF THE SERVICE PROVIDER

The Service Provider must:
1. Be duly licensed by PNP-SOSIA
2. Be a member in good standing of PADPAO
3. Have at least five (5) years of experience in providing security services
4. Be registered with:
    a. PhilGEPS
    b. SEC / DTI/ CDA, whichever is applicable
    c. BIR
5. Be registered with and have clearance certificate as of the latest month:
    a. SSS
    b. Pag-IBIG
    c. PhilHealth
6. Have sufficient financial capacity (NFCC)
7. Preferably have experience in industrial or plant security services

IX. QUALIFICATIONS OF SECURITY PERSONNEL

Security guards must:
1. Possess valid licenses issued by PNP-SOSIA
2. Be physically and mentally fit and have passed neuro-psychiatric and drug tests conducted by the Philippine Government accredited hospital/center
3. Have no criminal or derogatory record
4. Be preferably 21–55 years old
5. At least high school graduate
6. Have undergone relevant training

X. EQUIPMENT AND SUPPLIES

The Service Provider shall provide:
- Licensed firearm with ammunition (no “paltik” firearms allowed)
- Handheld radio communication device
- Flashlight, baton/nightstick, whistle
- First aid kit
- Logbook, bond paper and other reporting materials
- Rain gear (as necessary)
- Complete uniform and identification

All equipment must be functional and compliant with applicable laws.

XI. RESPONSIBILITIES OF THE SERVICE PROVIDER

The Service Provider shall:
1. Ensure proper supervision, discipline, and conduct of security personnel.
2. Conduct regular inspection and monitoring.
3. Submit required reports, payroll, and proof of statutory remittances
4. Investigate incidents and submit reports.
5. Be fully liable for loss, damage, or injury due to negligence.
6. Ensure compliance with all labor laws and regulations.

XII. RESPONSIBILITIES OF PITAHC

PITAHC shall:

1. Pay the Service Provider on a **monthly basis**, subject to submission of complete billing documents.
2. Monitor and evaluate the performance of the Service Provider.
3. Provide necessary coordination and directives.

XIII. TERMS AND CONDITIONS

1. Payment Terms

   Payment shall be made monthly upon submission of billing statement, payroll, attendance, and proof of statutory remittances.

2. **Adjustment Due to Statutory Wage Increase**

   PITAHC agrees that should any statutory wage rate be increased or restructured by operation of law during the effectivity of the Contract, the Service Provider shall be entitled to such adjustment.

   The Service Provider shall notify PITAHC in writing and provide supporting documents to allow appropriate measures prior to implementation.

3. **Replacement of Personnel**

   PITAHC reserves the right to request replacement of any security personnel at any time.

4. **Confidentiality**

   The Service Provider shall not disclose any confidential information related to plant operations.

5. **No Employer-Employee Relationship**

   No employer-employee relationship shall exist between PITAHC and the deployed personnel.

6. **Non-Assignment Clause**

   There shall be no assignment whatsoever of the contract to a third party.

XIV. PERFORMANCE MONITORING AND TERMINATION

A. Performance Monitoring

PITAHC shall regularly monitor and evaluate the performance of the Service Provider.

B. Non-Compliance

Deficiencies shall be addressed through a written **Notice of Deficiency**, requiring corrective action within a specified period.

C. Failure to Maintain Satisfactory Performance

The Service Provider shall be deemed to have failed to maintain satisfactory performance in any of the following cases:

- Failure to deploy required personnel
- Repeated absenteeism, tardiness, or failure to provide relievers
- Failure to enforce security procedures
- Non-compliance with plant protocols
- Failure to submit required reports
- Deployment of unqualified personnel
- Failure to maintain proper uniform, discipline, or equipment
- Any negligence resulting in loss, damage, or breach

The Service Provider shall likewise be deemed to have failed to maintain satisfactory performance if:

a. Three (3) or more duly documented instances of non-compliance are recorded, despite issuance of a Notice of Deficiency and opportunity to undertake corrective action; or
b. A single act of serious negligence resulting in loss, damage, or security breach occurs.

D. Termination Without Need of Judicial Action

PITAHC reserves the right to terminate or cancel the Contract, without need of judicial action, upon written notice, on the following grounds:

- Failure to maintain satisfactory performance
- Assignment of guards with expired licenses
- Violation of contract provisions or laws

A thirty (30)-day written notice shall be observed, unless immediate termination is warranted.

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 (Inclusive of all costs, applicable taxes, and service charges)
PROCUREMENT OF SECURITY SERVICES FOR CAGAYAN VALLEY HERBAL PROCESSING PLANT **ABC – PHP970,653.30**	

Note: Quotation received in excess of the ABC shall be automatically rejected.

Bidder **must** state the Total Amount in Words of their offer:

LOT 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 Registration Number: _____

(Attach proof of PhilGEPS number)

Tax identification Number: _____

(Attach proof of TIN)

PROCUREMENT OF SECURITY SERVICES FOR CAGAYAN VALLEY HERBAL PROCESSING PLANT

PRICE OFFER BREAKDOWN

DESCRIPTION	**AMOUNT**	
Guard shift	**2 day shift**	**1 night**
Days work per Week		
Number of days/year		
Basic Daily Pay (shall be based on latest Wage Order RTWPB Region II)		
Weekends & holidays will render 4 hours overtime duty		
a.) Amount Directly to Guard		
1. Equivalent Monthly Rate		
2. Night differential pay		
3. 5 Days incentive pay		
4. 13th month pay		
5. Overtime		
6. Uniform allowance		
7. Retirement pay (R.A. 7641)		
TOTAL AMOUNT TO GUARD		
b.) Amount to Government in favor of Guard		
1. Pag-ibig Contribution		
2. SSS Premium		
3. PhilHealth Premium		
4. ECC Insurance Premium		
TOTAL AMOUNT TO GOVERNMENT IN FAVOR OF GUARD		
TOTAL AMOUNT TO GUARD & GOVERNMENT		
Administrative Fee		
VAT (12%) of the Administrative Fee		
Contract Rate per Month per Guard		
Number of Guards Required		
Proposed Schedule of Security Guards (Monday - Sunday)		
Contract Price per Month (3 Guards)		
TOTAL CONTRACT PRICE PER YEAR		
TOTAL PRICE	**PhP**	

Conforme:

_____	_____	_____
Name and signature of the Authorized Representative	Name of Company	Date

COMPLIANCE TO TECHNICAL SPECIFICATIONS

Instructions to Bidders:
This form must be accomplished completely and truthfully. Submit necessary documents as proof of evidences.

Counter offers or alternative specifications must be clearly stated and supported by technical documents or brochures, if applicable.

Failure to properly fill out this form may result in the disqualification of your quotation for non-responsiveness.

PROCUREMENT OF SECURITY SERVICES FOR CAGAYAN VALLEY HERBAL PROCESSING PLANT	**COMPLIANCE TO TERMS OF REFERENCE** **INSTRUCTIONS:** **1. Check the corresponding box if the specification can comply** **2. If the bidder cannot fully comply, do not check the box. Instead, clearly state your proposed alternative offer in the "ALTERNATIVE OFFER COLUMN"**	
	CAN COMPLY	**ALTERNATIVE OFFER**
PROCUREMENT OF SECURITY SERVICES FOR CAGAYAN VALLEY HERBAL PROCESSING PLANT	Yes ( )	
LOCATION #4 Dalan Na Pagayaya, Regional Government Center, Carig, Tuguegarao City.	Yes ( )	
APPROVED BUDGET FOR THE CONTRACT (ABC) The Approved Budget for the Contract (ABC) is inclusive of all applicable taxes and charges.	Yes ( )	
CONTRACT DURATION The Contract shall be for a period of one (1) year from the issuance of the Notice to Proceed.	Yes ( )	
OBJECTIVE To ensure the safety, security, and integrity of PITAHC Herbal Processing Plant operations, including the protection of personnel, facilities, equipment, herbal raw materials, and finished products.	Yes ( )	
SCOPE OF WORK / SERVICES The Service Provider shall:	Yes ( )	

Deploy **three (3) security guards** on a **24/7 basis**, with **eight (8)-hour shifting schedules**, including weekends and holidays.		
Provide relievers, as necessary, at no additional cost to ensure uninterrupted security services.	Yes ( )	
Implement and enforce all security protocols within the plant premises.	Yes ( )	
DUTIES AND RESPONSIBILITIES OF SECURITY GUARDS Security personnel shall perform the following duties: **A. Access Control and Monitoring**	Yes ( )	
Enforce "No ID, No Entry" policy	Yes ( )	
Log all personnel, visitors, suppliers, and vehicles	Yes ( )	
Inspect bags, packages, and deliveries	Yes ( )	
B. Protection of Herbal Materials and Products	Yes ( )	
Safeguard raw herbal materials, extracts, and finished products	Yes ( )	
Monitor movement of materials within storage and processing areas	Yes ( )	
Ensure proper documentation for outgoing materials	Yes ( )	
C. Facility and Equipment Security	Yes ( )	
Conduct regular patrols of plant premises, including warehouses and restricted areas	Yes ( )	
Ensure all access points are secured after operating hours	Yes ( )	
D. Compliance with Plant Protocols	Yes ( )	
Enforce restricted access to processing and storage areas	Yes ( )	
Support sanitation, safety, and plant-specific operational protocols	Yes ( )	
E. Incident Monitoring and Reporting	Yes ( )	
Maintain logbooks of activities and incidents	Yes ( )	
Immediately report suspicious activities, hazards, or breaches	Yes ( )	
F. Emergency Response	Yes ( )	
Assist in fire, medical, and other emergency situations	Yes ( )	
Support evacuation and safety procedures	Yes ( )	
G. Traffic and Visitor Assistance	Yes ( )	
Manage entry/exit of vehicles	Yes ( )	
Assist and direct visitors appropriately	Yes ( )	
QUALIFICATIONS OF THE SERVICE PROVIDER	Yes ( )	

The Service Provider must: Be duly licensed by PNP-SOSIA		
Be a member in good standing of PADPAO	Yes ( )	
Have at least five (5) years of experience in providing security services	Yes ( )	
Be registered with: PhilGEPS	Yes ( )	
SEC/DTI/CDA (whichever is applicable)	Yes ( )	
BIR	Yes ( )	
Be registered with and have clearance certificate as of the latest month: SSS	Yes ( )	
Pag-IBIG	Yes ( )	
Philhealth	Yes ( )	
Have sufficient financial capacity (NFCC)	Yes ( )	
Preferably have experience in industrial or plant security services	Yes ( )	
QUALIFICATIONS OF SECURITY PERSONNEL Security guards must: Possess valid licenses issued by PNP-SOSIA	Yes ( )	
Be physically and mentally fit and have passed neuro-psychiatric and drug tests conducted by the Philippine Government accredited hospital/center	Yes ( )	
Have no criminal or derogatory record	Yes ( )	
Be preferably 21–55 years old	Yes ( )	
At least high school graduate	Yes ( )	
Have undergone relevant training	Yes ( )	
EQUIPMENT AND SUPPLIES The Service Provider shall provide: Licensed firearm with ammunition (no “paltik” firearms allowed)	Yes ( )	
Handheld radio communication device	Yes ( )	
Flashlight with batteries, baton/nightstick, whistle	Yes ( )	
First aid kit	Yes ( )	
Logbooks, bond paper, ballpen and other reporting materials	Yes ( )	
Rain gear (as necessary)	Yes ( )	
Complete uniform and identification	Yes ( )	
All equipment must be functional and compliant with applicable laws.	Yes ( )	
RESPONSIBILITIES OF THE SERVICE PROVIDER The Service Provider shall:	Yes ( )	

Ensure proper supervision, discipline, and conduct of security personnel.		
Conduct regular inspection and monitoring.	Yes ( )	
Submit required reports, payroll, and proof of statutory remittances	Yes ( )	
Investigate incidents and submit reports.	Yes ( )	
Be fully liable for loss, damage, or injury due to negligence.	Yes ( )	
Ensure compliance with all labor laws and regulations.	Yes ( )	
TERMS AND CONDITIONS **Payment Terms** Payment shall be made monthly upon submission of billing statement, payroll, attendance, and proof of statutory remittances.	Yes ( )	
Adjustment Due to Statutory Wage Increase PITAHC agrees that should any statutory wage rate be increased or restructured by operation of law during the effectivity of the Contract, the Service Provider shall be entitled to such adjustment.	Yes ( )	
The Service Provider shall notify PITAHC in writing and provide supporting documents to allow appropriate measures prior to implementation.	Yes ( )	
Replacement of Personnel PITAHC reserves the right to request replacement of any security personnel at any time.	Yes ( )	
Confidentiality The Service Provider shall not disclose any confidential information related to plant operations.	Yes ( )	
No Employer-Employee Relationship No employer-employee relationship shall exist between PITAHC and the deployed personnel.	Yes ( )	
Non-Assignment Clause There shall be no assignment whatsoever of the contract to a third party.	Yes ( )	
PERFORMANCE MONITORING AND TERMINATION	Yes ( )	

Performance Monitoring PITAHC shall regularly monitor and evaluate the performance of the Service Provider.		
Non-Compliance Deficiencies shall be addressed through a written **Notice of Deficiency**, requiring corrective action within a specified period.	Yes ( )	
Failure to Maintain Satisfactory Performance The Service Provider shall be deemed to have failed to maintain satisfactory performance in any of the following cases: Failure to deploy required personnel	Yes ( )	
Repeated absenteeism, tardiness, or failure to provide relievers	Yes ( )	
Failure to enforce security procedures	Yes ( )	
Non-compliance with plant protocols	Yes ( )	
Failure to submit required reports	Yes ( )	
Deployment of unqualified personnel	Yes ( )	
Failure to maintain proper uniform, discipline, or equipment	Yes ( )	
Any negligence resulting in loss, damage, or breach	Yes ( )	
The Service Provider shall likewise be deemed to have failed to maintain satisfactory performance if:	Yes ( )	
Three (3) or more duly documented instances of non-compliance are recorded, despite issuance of a Notice of Deficiency and opportunity to undertake corrective action; or	Yes ( )	
A single act of serious negligence resulting in loss, damage, or security breach occurs.	Yes ( )	
Termination Without Need of Judicial Action PITAHC reserves the right to terminate or cancel the Contract, without need of judicial action, upon written notice, on the following grounds:	Yes ( )	
Failure to maintain satisfactory performance	Yes ( )	
Assignment of guards with expired licenses	Yes ( )	
Violation of contract provisions or laws	Yes ( )	

A thirty (30)-day written notice shall be observed, unless immediate termination is warranted.	Yes ( )	
Liability The Service Provider shall remain fully liable for any loss, damage, or injury arising from the negligence or fault of its personnel.	Yes ( )	

Complied and Conforme:

_____	_____	_____
Name and signature of the Authorized Representative	Name of Company	Date