





REQUEST FOR QUOTATION

Date: 08 April 2025

Reference: RFQ CO-25-006SVP

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 THOUSAND FOUR HUNDRED EIGHTY-FOUR PESOS AND FIFTY CENTAVOS (PHP880,484.50) inclusive of all applicable taxes and other charges;

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PITAHC 2025 APP Ref	PR Number	Item Description
5021203000	25-03-039	PROCUREMENT OF SECURITY SERVICES FOR THE TACLOBAN HERBAL PHARMACEUTICAL PROCESSING AND MANUFACTURING PLANT (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 14 April 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. Annual Income Tax Returns for the Year 2023/2024
 - d. 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: The duration of the agreement shall be from One (1) year from date of receipt of Notice to Proceed unless either party terminates this agreement by giving notice thereof in writing to the other party at least thirty (30) days before the effectivity of the termination date.

If ever the procurement process could not be completed before the expiration of the Contract, an extension of contract may be resorted based on the Guidelines on Renewal of Regular and Recurring Services of the Updated 2016 Revised IRR.

- 3. Place of Assignment: PITAHC Tacloban Herbal Pharmaceutical Processing and Manufacturing Plant, Barangay 93 Bagacay, Tacloban City
- 4. Terms of Payment: Payment shall be made on a monthly basis for twelve (12) months subject to submission to billing statement and other supporting documents by the Service Provider
- 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.



Date: _____



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



PRICE QUOTATION FORM

The Bids and Awards Comp PITAHC Building, Matapang Barangay Central Quezon Cir	g Street, East Avenue Medic	al Center Compound,			
Sir/Madam:					
After having carefully read at the item as follows:	nd accepted the Terms and (Conditions, I/we submit o	ur quotation for		
Item De	scription	Total Price (Exclusive of all costs, applicable taxes, and service charges:)	Total Price (Inclusive of all costs, applicable taxes, and service charges)		
PROCUREMENT OF SECU THE TACLOBAN HERBAL PROCESSING AND MANUI	PHARMACEUTICAL				
QUANTITY: ONE (1) LOT					
NUMBER OF SECURITY G SECURITY GUARDS	UARDS: THREE (3)				
Amount in Words: L	OT 1				
The above-quoted price is inclu	sive of all costs and applicable	e taxes.			
Very truly yours,					
Signature :					
Printed Name :					
Date :					
Company Name :					
Contact Number :					
PHILGEPS Registration Number:					





PRICE OFFER BREAKDOWN

DESCRIPTION	AMOUNT
Days work per Week	
Number of days/year	
Basic Daily Pay (Wage Order No. RB VIII-24 effective Dec. 2024)	
a.) Amount Directly to Guard	
1. Average pay per month	
2. Night differential pay	
3. 5 Days incentive pay	
4. 13th month pay	
5. Overtime	
6. Uniform allowance	
TOTAL AMOUNT TO GUARD	
b.) Amount to Government in favor of Guard	
1. Retirement benefit (R.A. 7641)	
2. SSS Premium	
3. Philheath contribution	
4. ECC Insurance Premium	
5. Pag-ibig Fund	
TOTAL AMOUNT TO GOVERNMENT IN FAVOR OF GUARD	
TOTAL AMOUNT TO GUARD & GOVERNMENT	
Administrative Overhead & Margin & 2% Witholding Tax	
VAT (12%)	
Contract Rate per Month per Guard	
Number of Guards Required	
Proposed Schedule of Security Guards (Monday - Sunday)	
1 toposed Schedule of Security Guards (Worlday - Sunday)	
Contract Price per Month (3 Guards)	
Contract Trice per Month (5 Guarus)	
TOTAL CONTRACT PRICE PER YEAR	
Conforme:	
Name and signature of the Name of Company Authorized Representative	Date





Technical Specifications

Technical Specifications		liance to Technical Specif Theck the corresponding b	
	Compliant	Non-Compliant	Remarks: (Counter Specs Offer)
PROCUREMENT OF SECURITY SERVICES FOR THE TACLOBAN HERBAL PHARMACEUTICAL PROCESSING AND MANUFACTURING PLANT			
QUANTITY: ONE (1) LOT	Yes ()	No ()	
NUMBER OF SECURITY GUARDS: THREE (3) SECURITY GUARDS	Yes ()	No ()	
SHIFTING SCHEDULE: 24/7 – 8 HOURS SHIFTING	Yes ()	No ()	
ITEM I: BACKGROUND			
PITAHC-THPPMP is located at Barangay Bagacay, Tacloban City	Yes ()	No ()	
ITEM II: SERVICES TO BE			
Provision of Security and Protection Services for the PITAHC THPPMP and provision of tools, equipment, materials and supplies necessary, appropriate and incidental for the optimum operation and maintenance to ensure that the entire offices/installations/properties and premises, to include its assets are secured, protected and maintained at all times.	Yes ()	No ()	
Assist in the implementation of office rules, regulation, policies, disaster preparedness, investigation and intelligence administration in all areas covered by this Contract. All activities/events shall be recorded in detail in the designated Record Books.	Yes ()	No ()	
a. NUMBER OF SECURITY GUARDS			







The number of personnel who must be fielded shall be THREE (3) security guards for 24/7 in an Eight-hour (8-hour) daily shifting cycle and strictly under the employment of the Contractor who shall then be subjected to prescreening by the Plant Manager and whose Personnel Information Sheet, including their appropriate clearances and licenses issued in accordance with existing laws and regulations, to be submitted as supporting documents in the Contract.	Yes ()	No ()	
b. SUPPLIES, MATERIALS, TOOLS AND EQUIPMENT			
The SERVICE PROVIDER shall provide on its own account all materials, tools, and equipment necessary, appropriate and incidental to the performance of the job. Unless otherwise specified by the PITAHC THPPMP, the following supplies, materials, tools and equipment with the specified brand will be utilized:	Yes ()	No ()	
Handheld radio with charger and reserve battery - One (1) unit	Yes ()	No ()	
Firearm must be original and duly assigned - One (1) unit	Yes ()	No ()	
Ammunition - 5 rounds of ammunition with 5 reserves	Yes ()	No ()	
Baton/Night Stick with holder - One (1) unit for each guard on duty	Yes ()	No ()	
Whistle – One (1) piece for each guard on duty	Yes ()	No ()	
High-Powered Flashlight with batteries – One (1) unit for each guard on duty	Yes ()	No ()	
First Aid Kit – One (1) unit for all the guards	Yes ()	No ()	
Rain boots/Raincoat/Umbrella – One (1) for each guard on duty	Yes ()	No ()	
Office Supplies such as logbook, bond paper, and ballpen –	Yes ()	No ()	
Ballpen - 1 piece for each guard on duty	Yes ()	No ()	
Logbook – 1 piece	Yes ()	No ()	
Service provider to resupply office materials once consumed	Yes ()	No ()	
Firearms should be in good condition, covered with license by FEO, PNP, with	Yes ()	No ()	







complete load of ammunition. No "Paltik" revolvers should be issued to the security guards.			
All other materials as per SERVICE PROVIDER's specifications will be subject to approval by the PITAHC THPPMP.	Yes ()	No ()	
c. OTHER REQUIREMENTS			
The GENERAL SCOPE of the duties of the Contractor shall be for the Provision of Security and Protection Services for PITAHC THPPMP to ensure that the entire offices/installations/properties and premises are secured and protected at all times.	Yes ()	No ()	
The security supervisors/officers/guards must submit a copy of the following documents:			
Test Results showing that the security personnel are physically and mentally fit and have passed neuro-psychiatric examination administered by the National Center for Mental Health or any government-accredited hospital/clinic duly accredited to conduct such tests. Expenses chargeable to Contractor.	Yes ()	No ()	
Drug test result issued by the National Bureau of Investigation or any government-accredited hospital/clinic duly accredited to conduct such tests. The test result must show that the security personnel is not a drug dependent. Expenses chargeable to Contractor.	Yes ()	No ()	
High School Diploma. If the security personnel is an ex-military (AFP or PNP) with a rank of sergeant for security officer , he must submit a college diploma;	Yes ()	No ()	
Documents issued by any government agency or government-accredited hospitals showing that the security guard is not less than 25 years nor more than 50 years old.	Yes ()	No ()	
Certification of security training; and	Yes ()	No ()	
List of seminars that had been attended by its security			
personnel. A list of training	Yes ()	No ()	







	programs for the security			
	guards/officers shall also be submitted one (1) month after			
	the awarding of the contract.			
	III: RESPONSIBILITIES OF			
THE SI	ERVICE PROVIDER			
	be the responsibilities of the CE PROVIDER to:			
1.	Provide PITAHC-TACLOBAN with the above-mentioned communication, security and other related requirements to ensure the efficient, effective, and reliable performance of its guards in carrying out their functions and obligations;	Yes ()	No ()	
2.	Provide the security guards with clean and presentable uniforms, name tags, ID's, and other necessary tools.	Yes ()	No ()	
3.	Have their own daily time record (DTR) and shall use the Bundy Clock. The AGENCY shall conduct periodic evaluation of the guards on their posts by efficient security officers.	Yes ()	No ()	
4.	Conduct an investigation in case of theft, pilferage, robbery, and other similar events that occur within PITAHC-TACLOBAN 's premises/property and render an immediate report thereof.	Yes ()	No ()	
5.	Be responsible and fully liable in case of theft, pilferage, robbery, and other similar events for the loss or damage of the properties that are located within the PITAHC-TACLOBAN building and issued by PITAHC-TACLOBAN to its employees like office equipment, vehicle, and spare parts as well as the other valuables of the employees. Visitors are excluded from the responsibility of the AGENCY.	Yes ()	No ()	
6.	Be fully responsible and liable for any injury or death of any of PITAHC-TACLOBAN 's	Yes ()	No ()	







personnel or any person within PITAHC-TACLOBAN's offices/installation/premises during the hours of duty of the security guards, if such injury and/or death shall be due to the fault or AGENCY's representative. 7. The training, discipline, and administration of the security guards shall conform to Republic Act 5487 and its Implementing Rules and Regulations as promulgated by the Chief of the PNP.	Yes ()	No ()	
ITEM IV: RESPONSIBILITIES OF			
PITAHC THPPMP PITAHC Tacloban shall ensure availability of funds for this contract and shall pay the services rendered by the security guards through the provision of statement of account submitted by the security agency on a monthly basis.	Yes ()	No ()	
ITEM V: DURATION OF ENGAGEMENT AND CONTRACT IMPLEMENTATION			
The duration of the agreement shall be from One (1) year from date of receipt of Notice to Proceed unless either party terminates this agreement by giving notice thereof in writing to the other party at least thirty (30) days before the effectivity of the termination date.	Yes ()	No ()	
If ever the procurement process could not be completed before the expiration of the Contract, an extension of contract may be resorted based on the Guidelines on Renewal of Regular and Recurring Services of the Updated 2016 Revised IRR.	Yes ()	No ()	
ITEM VI: APPROVED BUDGET FOR THE CONTRACT (ABC) AND MODE OF PROCUPEMENT			
OF PROCUREMENT,			
The ABC for the entire project is in inclusive of all applicable government taxes.	Yes ()	No ()	







ITEM VII: PAYMENT			
The payment schedule shall be monthly, Required Billing Documents (Monthly)	Yes ()	No ()	
a) Original Billing Statement;	Yes ()	No ()	
b) Summary/Monthly Attendance Sheet;	Yes ()	No ()	
c) Monthly Certification of Services Rendered from the PITAHC THPPMP Plant Manager;	Yes ()	No ()	
d) Daily Attendance Sheet;	Yes ()	No ()	
e) Certified monthly payroll;	Yes ()	No ()	
f) Photocopy of proof of payment for SSS, Philhealth, and Pag-ibig contributions (Quarterly or Monthly whichever is applicable) with summary of payments per security personnel;	Yes ()	No ()	
g) Disposition Report duly received by SOSIA for the period billed.	Yes ()	No ()	
ITEM VIII: QUALIFICATIONS OF THE SERVICE PROVIDER			
The SERVICE PROVIDER must possess the following qualifications:			
1. Member of Philippine Association of Detective and Protective Agency Operators (PADPAO), Inc.;	Yes ()	No ()	
2. Five (5) years of experience as Security Agency in the Philippines, has existing operations/services within the region; and	Yes ()	No ()	
3. Assigned personnel particularly the Security Guard must be physically and mentally fit;	Yes ()	No ()	
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ITEM IX: OTHER DOCUMENTARY REQUIREMENTS			
Aside from the documentary requirements provided in Appendix A of Annex H of the 2016 Revised Implementing Rules and Regulations, the following documents shall be required in order to establish the qualifications of the Consultant:			
List of previous contracts similar to this project;	Yes ()	No ()	
2. Certificate of Membership and Certificate of Good Standing as of April 2024 issued by PADPAO, Inc.;	Yes ()	No ()	
3. Certificate of Good Standing, Completion and/or Acceptance from PITAHC which should be issued within the past six (6) months from bid submission. (For prospective bidders with existing or completed projects with the PITAHC, bidders must secure said certification from the PITAHC Tacloban Herbal Pharmaceutical Processing and Manufacturing Plant.);	Yes ()	No ()	
4. Clearance Certificates as of April 2024 from the following: a. Social Security System (SSS) b. Home Development Mutual Fund (Pag-ibig) c. Philippine Health Insurance Corporation (PhilHealth)	Yes ()	No ()	
5. Monthly disposition report duly received by Supervisory Office for Security and Investigation Agencies (SOSIA) for the period April 2024; and	Yes ()	No ()	
6. Current Organizational set-up (company structure). The company's organizational set-up to include the names of the holder of the position.	Yes ()	No ()	
TERMS AND CONDITIONS	Yes ()	No ()	
PLACE OF ASSIGNMENT:			
PITAHC Tacloban Herbal Pharmaceutical Processing and Manufacturing Plant, Barangay 93 Bagacay, Tacloban City	Yes ()	No ()	
PAYMENT TERMS:			
Payment shall be made on a monthly basis for twelve (12) months subject to	Yes ()	No ()	







submission to billing statement and other supporting documents by the Service Provider			
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 AND CONDITION FOR THE PROVISION OF SECURITY SERVICES FOR THE TACLOBAN HERBAL PHARMACEUTICAL PROCESSING AND MANUFACTURING PLANT

I. BACKGROUND

Our office, an attached agency of the Department of Health (DOH) was created under RA 8423 otherwise known as the Traditional and Medicine Act of 1997. We are located at Barangay Bagacay, Tacloban City and in need of security services.

II. OBJECTIVE

The general objective of this procurement is to provide security and safety of PITAHC Tacloban personnel and facilities by a licensed private security agency, authorized to engage in the business of providing security guards to protect the lives of people and safeguard properties, equipment, rights and interests of an establishment, for hire or for compensation, and that it has, under its employ, security guards who are duly licensed by competent authorities.

III. SERVICES TO BE RENDERED

Provision of Security and Protection Services for the PITAHC THPPMP and provision of tools, equipment, materials and supplies necessary, appropriate and incidental for the optimum operation and maintenance to ensure that the entire offices/installations/properties and premises, to include its assets are secured, protected and maintained at all times.

Assist in the implementation of office rules, regulation, policies, disaster preparedness, investigation and intelligence administration in all areas covered by this Contract. All activities/events shall be recorded in detail in the designated Record Books.

d. Number of Security Guards

The number of personnel who must be fielded shall be **THREE** (3) security guards for **24/7** in an **Eight-hour** (8-hour) daily shifting cycle and strictly under the employment of the Contractor who shall then be subjected to pre-screening by the Plant Manager and whose Personnel Information Sheet, including their appropriate clearances and licenses issued in accordance with existing laws and regulations, to be submitted as supporting documents in the Contract.

e. Supplies, Materials, Tools and Equipment

The SERVICE PROVIDER shall provide on its own account all materials, tools, and equipment necessary, appropriate and incidental to the performance of the job. Unless otherwise specified by the PITAHC THPPMP, the following supplies, materials, tools and equipment with the specified brand will be utilized:

Requirements	
	Number
Handheld radio with charger and reserve battery	1 unit







Firearm must be original and duly assigned	
	1 unit
Ammunition	5 rounds of ammunition with 5 reserves
Baton/Night Stick with holder	1 unit for each guard on duty
Whistle	
	1 piece for each guard on duty
High-Powered Flashlight with batteries	1 unit for each guard on duty
First Aid Kit	1 unit for all the guards
Rain boots/Raincoat/Umbrella	1 for each guard on duty
Office supplies such as logbook, bond paper and ball pen	Ballpen - 1 piece for each guard on duty
	Logbook – 1 piece
	Service provider to resupply office materials once consumed

Firearms should be in good condition, covered with license by FEO, PNP, with complete load of ammunition. No "Paltik" revolvers should be issued to the security guards.

All other materials as per SERVICE PROVIDER's specifications will be subject to approval by the PITAHC THPPMP.

f. Other Requirements

The GENERAL SCOPE of the duties of the Contractor shall be for the Provision of Security and Protection Services for PITAHC THPPMP to ensure that the entire offices/installations/properties and premises are secured and protected at all times.

The security supervisors/officers/guards must submit a copy of the following documents:

- i. Test Results showing that the security personnel are physically and mentally fit and have passed neuro-psychiatric examination administered by the National Center for Mental Health or any government-accredited hospital/clinic duly accredited to conduct such tests. Expenses chargeable to Contractor.
- ii. Drug test result issued by the National Bureau of Investigation or any government-accredited hospital/clinic duly accredited to conduct such tests. The test result must show that the security personnel is not a drug dependent. Expenses chargeable to Contractor.
- iii. High School Diploma. If the security personnel is an ex-military (AFP or PNP) with a rank of sergeant for **security officer**, he must submit a college diploma;
- iv. Documents issued by any government agency or government-accredited hospitals showing that the security guard is not less than 25 years nor more than 50 years old.







- v. Certification of security training; and
- vi. List of seminars that had been attended by its security personnel. A list of training programs for the security guards/officers shall also be submitted one (1) month after the awarding of the contract.

IV. RESPONSIBILITIES OF THE SERVICE PROVIDER

It shall be the responsibilities of the SERVICE PROVIDER to:

- 8. Provide **PITAHC-TACLOBAN** with the above-mentioned communication, security and other related requirements to ensure the efficient, effective, and reliable performance of its guards in carrying out their functions and obligations;
- 9. Provide the security guards with clean and presentable uniforms, name tags, ID's, and other necessary tools.
- 10. Have their own daily time record (DTR) and shall use the Bundy Clock. The **AGENCY** shall conduct periodic evaluation of the guards on their posts by efficient security officers.
- 11. Conduct an investigation in case of theft, pilferage, robbery, and other similar events that occur within **PITAHC-TACLOBAN**'s premises/property and render an immediate report thereof.
- 12. Be responsible and fully liable in case of theft, pilferage, robbery, and other similar events for the loss or damage of the properties that are located within the **PITAHC-TACLOBAN** building and issued by **PITAHC-TACLOBAN** to its employees like office equipment, vehicle, and spare parts as well as the other valuables of the employees. Visitors are excluded from the responsibility of the **AGENCY**.
- 13. Be fully responsible and liable for any injury or death of any of **PITAHC-TACLOBAN**'s personnel or any person within **PITAHC-TACLOBAN**'s offices/installation/premises during the hours of duty of the security guards, if such injury and/or death shall be due to the fault or **AGENCY**'s representative.
- 14. The training, discipline, and administration of the security guards shall conform to Republic Act 5487 and its Implementing Rules and Regulations as promulgated by the Chief of the PNP.

V. RESPONSIBILITIES OF PITAHC THPPMP

PITAHC Tacloban shall ensure availability of funds for this contract and shall pay the services rendered by the security guards through the provision of statement of account submitted by the security agency on a monthly basis.

VI. DURATION OF ENGAGEMENT AND CONTRACT IMPLEMENTATION

The duration of the agreement shall be from One (1) year from date of receipt of Notice to Proceed unless either party terminates this agreement by giving notice thereof in writing to the other party at least thirty (30) days before the effectivity of the termination date.

If ever the procurement process could not be completed before the expiration of the Contract, an extension of contract may be resorted based on the Guidelines on Renewal of Regular and Recurring Services of the Updated 2016 Revised IRR.

VII. APPROVED BUDGET FOR THE CONTRACT (ABC) AND MODE OF PROCUREMENT,

- 1. The ABC for the entire project is **EIGHT HUNDRED EIGHTY THOUSAND FOUR HUNDRED EIGHTY-FOUR PESOS and 50/100 (Php 880,484.50)** inclusive of all applicable government taxes.
- 2. Of the above project budget, the engagement of the security services shall be undertaken through Negotiated Procurement under Section 53.9 Small Value Procurement considering that the ABC for this Project falls under its threshold amount as provided in Item Letter D (8) (a) (ii) of the Annex "H" of the 2016 Revised Implementing Rules and Regulations of Republic Act 9184.







VIII. PAYMENT

- 2. The payment schedule shall be monthly, Required Billing Documents (Monthly)
 - h) Original Billing Statement;
 - i) Summary/Monthly Attendance Sheet;
 - j) Monthly Certification of Services Rendered from the PITAHC THPPMP Plant Manager;
 - k) Daily Attendance Sheet;
 - 1) Certified monthly payroll;
 - m) Photocopy of proof of payment for SSS, Philhealth, and Pag-ibig contributions (Quarterly or Monthly whichever is applicable) with summary of payments per security personnel;
 - n) Disposition Report duly received by SOSIA for the period billed.

IX. QUALIFICATIONS OF THE SERVICE PROVIDER

The SERVICE PROVIDER must possess the following qualifications:

- 4. Member of Philippine Association of Detective and Protective Agency Operators (PADPAO), Inc.;
- 5. Five (5) years of experience as Security Agency in the Philippines, has existing operations/services within the region; and
- 6. Assigned personnel particularly the Security Guard must be physically and mentally fit;

X. OTHER DOCUMENTARY REQUIREMENTS

Aside from the documentary requirements provided in Appendix A of Annex H of the 2016 Revised Implementing Rules and Regulations, the following documents shall be required in order to establish the qualifications of the Consultant:

- 5. List of previous contracts similar to this project;
- 6. Certificate of Membership and Certificate of Good Standing as of April 2024 issued by PADPAO, Inc.;
- 7. Certificate of Good Standing, Completion and/or Acceptance from PITAHC which should be issued within the past six (6) months from bid submission. (For prospective bidders with existing or completed projects with the PITAHC, bidders must secure said certification from the PITAHC Tacloban Herbal Pharmaceutical Processing and Manufacturing Plant.);
- 8. Clearance Certificates as of April 2024 from the following:
 - d. Social Security System (SSS)
 - e. Home Development Mutual Fund (Pag-ibig)
 - f. Philippine Health Insurance Corporation (PhilHealth)
- 5. Monthly disposition report duly received by *Supervisory Office for Security and Investigation Agencies* (SOSIA) for the period April 2024; and
- 6. Current Organizational set-up (company structure). The company's organizational set-up to include the names of the holder of the position.