



REQUEST FOR QUOTATION

Date: 28 April 2025

Reference: RFQ CO-25-007SVP

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 **SEVEN HUNDRED THIRTY-EIGHT THOUSAND SIX HUNDRED SIXTY-FOUR PESOS AND SIXTEEN CENTAVOS (PHP738,664.16)** inclusive of all applicable taxes and other charges;

2.

PITAHC 2025 APP Ref	PR Number	Item Description
5021203000	2025-01-002	PROCUREMENT OF SECURITY SERVICES FOR THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE - DAVAO HERBAL PROCESSING PLANT <i>(See Terms and Conditions for detailed requirements)</i>

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 **02 May 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 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.


ATTY. KENNETH N. ALMEÑA
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 one year from the 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, and extension of contract may be resorted based on the Guidelines on Renewal of Regular and Recurring Services of the Updated 2026 Revised IRR.
3. Place of Assignment: **DOH XI, J.P. Laurel Ave., Bajada, Davao City**
4. Terms of Payment: **The payment schedule shall be on a monthly basis.** Required billing documents must be submitted monthly : Original Billing Statement; Daily Attendance Sheet; Certified monthly payroll; and 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;
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 PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE - DAVAO HERBAL PROCESSING PLANT QUANTITY: ONE (1) LOT NUMBER OF SECURITY GUARDS: TWO (2) SECURITY GUARDS <i>(See Terms and Conditions for detailed requirements)</i>		

Amount in Words: 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: _____



PRICE OFFER BREAKDOWN

DESCRIPTION	AMOUNT	
	1 day shift (4pm-12mn)	1 night shift (12mn-8am)
Guard shift		
Days work per Week		
Number of days/year		
Basic Daily Pay (Wage Order No. RB VIII-24 effective Dec. 2024)		
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 (2 Guards)		
TOTAL CONTRACT PRICE PER YEAR		
TOTAL PRICE (1 day shift (4pm-12mn) + 1 night shift (12mn-8am))	PhP	

Conforme:

Name and signature of the
Authorized Representative

Name of Company

Date



Terms and Conditions

Terms and Conditions	Compliance to Terms and Conditions (Check the corresponding box)		
	Compliant	Non-Compliant	Remarks: (Counter Offer)
PROCUREMENT OF SECURITY SERVICES FOR THE PHILIPPINE INSTITUTE OF TRADITIONAL AND ALTERNATIVE HEALTH CARE - DAVAO HERBAL PROCESSING PLANT QUANTITY: ONE (1) LOT NUMBER OF SECURITY GUARDS: TWO (2) SECURITY GUARDS SHIFTING SCHEDULE: 4:00PM – 12:00 MN & 12:00 MN – 8:00 AM (8 HOURS SHIFTING)	Yes () Yes () Yes () Yes () Yes ()	No () No () No () No () No ()	
ITEM I: BACKGROUND Our office, is located inside the compound of the DOH XI, J.P. Laurel Ave., Bajada, Davao City	Yes ()	No ()	
ITEM II: SERVICES TO BE RENDERED Provision of Security and Protection Services for the PITAHC DHRPP 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.	Yes () Yes ()	No () No ()	



<p>a. NUMBER OF SECURITY GUARDS</p> <p>The number of personnel who must be fielded shall be TWO (2) security guards, with the following shift schedules: from 4:00 PM to 12:00 MN and from 12:00 MN to 8:00 AM, as there is a guard in the DOH compound assigned during office hours (8:00 AM – 5:00 PM). During weekends and holidays, the guards shall work in two (2) shifts of twelve (12) hours each: from 8:00 AM to 8:00 PM and from 8:00 PM to 8:00 AM, respectively. These security guards are strictly under the employment of the Contractor and shall be subjected to pre-screening by the Operation Manager of the Contractor. Their Personnel Information Sheets, including appropriate clearances and licenses issued in accordance with existing laws and regulations, shall be maintained by the Contractor for future reference upon request of this office.</p>	Yes ()	No ()	
<p>b. SUPPLIES, MATERIALS, TOOLS AND EQUIPMENT</p> <p>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 DHRPP, the following supplies, materials, tools and equipment with the specified brand will be utilized:</p>	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 ()	
One (1) unit and to be replenished once consumed	Yes ()	No ()	



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



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.	Yes ()	No ()	
All other materials as per SERVICE PROVIDER's specifications will be subject to approval by the PITAHC DHRPP.	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 DHRPP 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:	Yes ()	No ()	
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 ()	



PITAHC Building, Matapang Street, East Avenue Medical Center Compound, Barangay Central, Quezon City, Philippines
Telefax: (632) 8376-3067 / 8376-3068 Trunklines: (632) 8282-5193 / 8282-5194
Email Address: pitahc@gmail.com Website: www.pitahc.gov.ph



<p>6. Be fully responsible and liable for any injury or death of any of PITAHC-DAVAO's personnel or any person within PITAHC-DAVAO'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.</p> <p>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.</p>	<p>Yes ()</p> <p>Yes ()</p>	<p>No ()</p> <p>No ()</p>	
<p>ITEM IV: RESPONSIBILITIES OF PITAHC DHRPP</p> <p>PITAHC Davao 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.</p>	<p>Yes ()</p>	<p>No ()</p>	
<p>ITEM V: DURATION OF ENGAGEMENT AND CONTRACT IMPLEMENTATION</p> <p>The duration of the agreement shall be from <u>One (1) year from date of receipt of Notice to Proceed</u> 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.</p> <p>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.</p>	<p>Yes ()</p> <p>Yes ()</p>	<p>No ()</p> <p>No ()</p>	



ITEM VI: APPROVED BUDGET FOR THE CONTRACT (ABC) AND MODE OF PROCUREMENT, The ABC for the entire project is inclusive of all applicable government taxes.	Yes ()	No ()	
ITEM VII: PAYMENT 1. The payment schedule shall be monthly, Required Billing Documents (Monthly) a) Original Billing Statement; b) Daily Attendance Sheet; c) Certified monthly payroll; d) 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 () Yes () Yes () Yes ()	No () No () No () 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.; 2. Five (5) years of experience as Security Agency in the Philippines, preferably located in Davao City; and 3. Assigned personnel particularly the Security Guard must be physically and mentally fit; 4. Absorptive capacity (follow instructions well)	Yes () Yes () Yes () Yes ()	No () No () No () No ()	
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:			
1. 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 Security Department;	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 <i>Supervisory Office for Security and Investigation Agencies</i> (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 DAVAO - DOH XI, J.P. Laurel Ave., Bajada, Davao City	Yes ()	No ()	
PAYMENT TERMS:			
The payment schedule shall be on a monthly basis. Required billing documents must be submitted monthly : Original Billing Statement; Daily Attendance Sheet; Certified monthly payroll; and 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 ()	



Certificate of Satisfactory Completion/Performance for those who have previous contracts with PITAHC, if applicable.	Yes ()	No ()	
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Conforme:

Name and signature of the
Authorized Representative

Name of Company

Date



TERMS AND CONDITIONS

**FOR THE PROCUREMENT OF SECURITY SERVICES
FOR THE DAVAO HERBAL RESEARCH
AND PROCESSING 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 inside the compound of the DOH XI, J.P. Laurel Ave., Bajada, Davao City and in need of security services.

II. OBJECTIVE

The general objective of this procurement is to provide security and safety of PITAHC Davao 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 DHRPP 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 TWO (2) security guards, with the following shift schedules: from 4:00 PM to 12:00 MN and from 12:00 MN to 8:00 AM, as there is a guard in the DOH compound assigned during office hours (8:00 AM – 5:00 PM). During weekends and holidays, the guards shall work in two (2) shifts of twelve (12) hours each: from 8:00 AM to 8:00 PM and from 8:00 PM to 8:00 AM, respectively. These security guards are strictly under the employment of the Contractor and shall be subjected to pre-screening by the Operation Manager of the Contractor. Their Personnel Information Sheets, including appropriate clearances and licenses issued in accordance with existing laws and regulations, shall be maintained by the Contractor for future reference upon request of this office.

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 DHRPP, 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 reserve
Baton/Night Stick with holder	1 unit for each guard on duty
Whistle	1 whistle 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	1 unit and to be replenished 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 DHRPP.

f. Other Requirements

The GENERAL SCOPE of the duties of the Contractor shall be for the Provision of Security and Protection Services for PITAHC DHRPP 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:

- Test Results showing that the security personnel is 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.
- 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.
- 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;
- Documents issued by any government agency or government-accredited hospitals showing that the security guard is not less than 25 years nor more than 60 years old.
- Certification of security training; and
- 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-DAVAO** 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-DAVAO**'s premises/property and render an immediate report thereof.
12. Be responsible and fully liable for the loss or damage of the properties under theft circumstances that are located within the **PITAHC-DAVAO** building and issued by **PITAHC-DAVAO** 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-DAVAO**'s personnel or any person within **PITAHC-DAVAO**'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 DHRPP

PITAHC Davao 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 one year from the 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, and extension of contract may be resorted based on the Guidelines on Renewal of Regular and Recurring Services of the Updated 2026 Revised IRR.

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

1. The ABC for the entire project is **SEVEN HUNDRED THIRTY EIGHT THOUSAND SIX HUNDRED SIXTY FOUR PESOS AND SIXTEEN CENTAVOS ONLY (Php738,664.16)** 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

The payment schedule shall be monthly, Required Billing Documents (Monthly)

- e) Original Billing Statement;
- f) Daily Attendance Sheet;
- g) Certified monthly payroll;



- h) 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;

IX. QUALIFICATIONS OF THE SERVICE PROVIDER

The SERVICE PROVIDER must possess the following qualifications:

5. Member of Philippine Association of Detective and Protective Agency Operators (PADPAO), Inc.;
6. Five (5) years of experience as Security Agency in the Philippines, preferably located in Davao City; and
7. Assigned personnel particularly the Security Guard must be physically and mentally fit;
8. Absorptive capacity (follow instructions well);

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 2022 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 Security Department.);
8. Clearance Certificates as of April 2022 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 2013; and
6. Current Organizational set-up (company structure). The company's organizational set-up to include the names of the holder of the position.