



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY

Name of Procuring Entity: EL SALVADOR CITY DIVISION Request for Quotation (P.R. No.): 2023-09-0194		
Revised on:	Date:	Control No. 2023-09-035
Standard Form/Title: REQUEST FOR QUOTATION End-User: El Salvador City Division		
COMPANY NAME:		
ADDRESS:		
TEL NO./FAX NO.:		TIN No.
Please quote your lowest price for the package described below, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not later than 9:00 A.M. of <u>25 SEP 2023</u> , in the return envelope attached herewith.		

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written.
- Business Permit and PhilGEPS Registration Certificate** shall be attached upon submission of the quotation. For the procurement of Medicines if the interested supplier is not the manufacturer, certification from the manufacturer that the supplier is an authorized distributor/ dealer of the products/items.
- Bidders shall submit original brochures showing certifications of the package, if applicable
- Agency may proceed with procurement upon receipt of three (3) quotation.
- Winning bidder is required deliver the items first before payment/ Free delivery.


CONNIEBEL C. NISTAL, PhD
 BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	PRICE QUOTATION
1	Delivery of Security Services One (1) Male Security Guard 9-hour duty From Mondays to Saturdays <i>Please refer to the attached documents for the specifications, terms of reference and other information relevant to this procurement.</i>	1	lot	
TOTAL ABC: Php 120, 000.00		TOTAL QUOTATION:		

**refer to Technical Specifications for details*

After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at prices note above.

 Printed Name / Signature

 Date



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**TERMS OF REFERENCE
FOR THE PROCUREMENT OF SECURITY SERVICES OF
THE DEPARTMENT OF EDUCATION – DIVISION OF EL SALVADOR CITY**

LOCATION:

Department of Education, Division Office, Zone 3, Tuburan, Poblacion El Salvador City

APPROVED BUDGET FOR THE CONTRACT (ABC)

The Department of Education, Division of El Salvador City invites all prospective bidders for the procurement of Delivery of Security Services with an Approved Budget for the Contract amounting to ONE HUNDRED TWENTY THOUSAND PESOS ONLY (Php. 120,000.00) based on the Approved Annual Procurement Plan.

CONTRACT DURATION

The security services shall be for a period of TWELVE (12) MONTHS from October 1, 2023, to September 30, 2024.

A. SCOPE OF WORK OR SERVICES TO BE RENDERED:

The Security Agency shall provide the following specific services:

- a) Protect the general interest of the Procuring Entity (PE).
- b) Guard and secure all property of the PE or its officers/employees within its area of responsibility.
- c) Strictly implement standing rules, regulations, guidelines, and policies prescribed by the PE.
- d) Prohibit the commission of any unlawful or illegal acts within the assigned PE's premises or its area of responsibility.



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- e) Report and provide assistance in cases of any sign of disorder, riots, strike, or any serious violation of the law.
- f) Protect PE or government property from theft, pilferage, or damage.
- g) Report and provide assistance in cases of any emergency situations, such as fire, typhoon, or natural calamities.
- h) Perform their tasks in accordance with the Eleven General Orders, Code of Ethics and Code of Conduct of Security Guards as stated in RA 5487 (Act Governing the Organization and Management of Private Security Agencies).

B. MANPOWER QUALIFICATIONS

- A. The Security Guards (SG) shall have the following qualifications:
 - a. At least college level;
 - b. Of good moral character and reputation, courteous, alert and without criminal or police record;
 - c. Physically and mentally fit;
 - d. At least five feet two inches (5'2") in height;
 - e. Duly licensed and properly screened and cleared by the Philippine National Police (PNP), National Bureau of Investigation (NBI), and other government offices issuing clearances for employment;
 - f. In proper uniform and with other security paraphernalia such as flashlight, hand held radio, night stick, whistle, metal detector & other essential security paraphernalia;
 - g. Armed with appropriate and functional rifle, shotgun, pistol or revolver, with sufficient ammunition at all times during hours of duty;
 - h. Must have passed the Pneu-Psychiatric Exam; and In possession of such other qualifications required by Republic Act (RA) No. 5487, as amended.

C. OBLIGATION AND RESPONSIBILITY OF THE SECURITY AGENCY

The Security Agency shall comply with the following obligations and responsibilities:



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- a. Assume all losses in their areas of responsibility due to negligence/pilferages and negligence of their security guards after thorough investigation;
- b. Assume full responsibility for the acts of its SGs during performance of their duties;
- c. Cooperate with the PE's official investigation of any suspected criminal activity or in case of theft or similar incidents in their assigned area;
- d. Be responsible for the safety of their SGs in the performance of their duties in providing security services to the PE;
- e. Provide the total number of guards required in the assigned area every shift per Section III hereof;
- f. Provide each SG on posts with firearm, handheld radio and metal detector at all times and ensure that said equipment conform to the applicable standards and covered with appropriate and valid licenses and documents;
- g. Shall conduct a physical security survey and inspection prior to the posting of the guards to define the areas, buildings and other structures considered critical and vulnerable;
- h. The Security Agency shall not change or replace the SG without prior notice at least three (3) working days, and approved by the PE;
- i. Have the SG changed or replaced at any time upon request of the PE for justifiable reasons; and
- j. Must provide their security guards with contact numbers of the PNP, BFP and hospitals for ready reference during emergency cases.

D. SATISFACTORY LEVEL OF PERFORMANCE

The Service Provider/Supplier shall maintain a satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria. The performance criteria to be applied shall include, among others, the following:

- a) Quality of service delivered;



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- b) time management and initiative;
- c) attitude and professional ethics;
- d) punctuality and attendance; and
- e) submit incident reports to the PE thru the Chief AO/Security Officer within twenty-four (24) hours after the incident for immediate action/resolution by the PE.

E. ADDITIONAL SET OF TECHNICAL PARAMETERS

1. Stability

- a. Years of Experience – at least three (3) years in security operations.
- b. Liquidity of the Contractor – should have a current ratio (current assets/current liabilities) of 2:1
- c. Organizational Set-up – must be compliant to RA 5487

2. Security Plan

The Security Agency shall provide a Security Plan for the PE. Such Security Plan shall be presented by the Security Supervisor for review and approval by the PE not later than September ____, 2023 1:00 PM, Philippine time from receipt of NOA.

3. Other Factors

- a) Recruitment and Selection Criteria – The Security Agency shall provide their Company Policy on Recruitment & Selection; and
- b) Completeness of Uniforms and Other Paraphernalia – Guards shall be neat and clean in appearance and shall wear the prescribed uniforms with the appropriate identification cards, and required paraphernalia and firearm prior to posting.



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REQUIREMENTS:

Request for Quotation must be duly filled out supported with the following documents and the same must be submitted sealed.

1. Mayor's / Business Permit
2. PhilGEPS Registration Certificate
3. Omnibus Sworn Statement
4. Technical Specifications/Schedule of Requirements



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Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

LOT No.	Description	Quantity	Total	Delivered, Weeks/Months
1	Delivery of Security Services One (1) Male Security Guard 9-hour duty From Mondays to Saturdays Please refer to the attached documents for the specifications, terms of reference and other information relevant to this procurement.	1	Php. Please refer to the attached documents for the specifications, terms of reference and other information relevant to this procurement .120,000.00	12 Months



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