



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
Davao City District Engineering Office
Leon Ma. Guerrero St., Davao City



Name of Procuring Entity: DPWH-DCDEO, DAVAO CITY RFQ No. & Date: 09-171-2024 (24GLB0167) 9/13/24
Revised on: _____ PR No. & Date: 09-171-2024 9/12/24
Standard Form/Title: REQUEST FOR QUOTATION Office/End-user: ADMINISTRATIVE SECTION
(Small Value Procurement) DPWH-DCDEO

COMPANY NAME : _____

ADDRESS : _____

TEL. NO./FAX No. : _____

TIN No. _____

TERMS AND CONDITIONS :

1. All entries must be typewritten or legibly written.
2. All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
3. Delivery period within 92 CD upon receipt of the approved funded Purchase Order (P.O.) Administrative Penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
4. Warranty shall be for a minimum of three (3) months for supplies & materials; one year for Equipment; 3 years IT Equipment from date of acceptance by the end-user.
5. Price validity shall be for a period of one hundred twenty (120) calendar days.
6. **PhilGEPS Registration Certificate, Mayor's Permit (must be certified true copy), DTI or SEC or CDA for Cooperatives, Tax Clearance (For ABCs above P500K), ITR, Authority of Signing Officials (Specific to Contract) and Omnibus Sworn Statement (Specific to Contract) (For ABCs above P50K)** shall be attached upon submission of the quotation and every page of the document must be signed.
7. **Bidders shall submit original brochures of the product if applicable.**
8. **Please indicate the brand for each items being offered.**
9. The approved budget ceiling for this procurement is Php 591,432.12.

Please quote your lowest price on the item(s) listed below, the Terms and Conditions stated and submit your duly signed quotation personally or thru your authorized representative (submitted thru courier/fax will not be accepted) not later than 10:00 A.M. of September 18, 2024 to the BAC Secretariat for Goods, L. Ma. Guerrero St., Davao City.


EMILIO P. SUCALDITO, JR.
Chairperson, BAC

Item No.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Nine (9) Licensed Security Guards 4th Quarter CY 2024 October 2024 - 31 days November 2024 - 30 days December 2024 - 31 days 3 Shifts: 1st: 7:00 AM - 3:00 PM 2nd: 3:00 PM - 11:00PM 3rd: 11:00Pm - 7:00AM (Please see other Technical Specifications attached) X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X	92	days		
	<i>The awarding for this RFQ will be on a lump-sum basis, Prospective Suppliers must quote for all of the items, Otherwise they will be subjected for disqualification.</i>				
	<i>Please specify total amount in words.</i>				

NOTE: Security Services of Nine (9) Licensed Security Guards for 4th Quarter of CY 2024 assign to DPWH-Davao City 3rd DEO, EMD Compound, Panacan, Davao City

AMOUNT IN WORDS:	
TOTAL:	

Brand and Model : _____ Warranty : _____
Delivery Period : _____ Price Validity : _____

After having carefully read and accepted your General Conditions, I / We quote you on the item (s) at prices note above. If the space for Delivery of Period, Warranty and Price Validity are left blank, it means that I concur with the terms and Conditions specified by DPWH.

Telephone No.: 226-4775 (BAC Secretariat)

Printed Name / Signature / Designation

Tel. No. / Cellphone No. / E-mail Address

Technical Specifications Proposal

Item	Specification
1	Security Services of Nine (9) Licensed Security Guards for 4th Quarter of CY 2024 assign to DPWH-Davao City 3rd DEO, EMD Compound, Panacan, Davao City 4th Quarter CY 2024 October 2024 – 31 days November 2024 – 30 days December 2024 – 31 days 3 shifts: 1st: 7:00AM-3:00PM 2nd: 3:00PM-11:00PM 3rd: 11:00PM-7:00AM Each Guard Personnel on duty must have: 1. Complete Uniform 2. Valid License 3. License Firearm 4. Flashlight 5. Safety/Medical kit 6. Rain Coat 7 Whistle 8. Two-way radio 9. Other required by the owner (Pls see other attached specifications) Performance: The Bidder shall comply with the following performance criteria: 1. Quality of service delivered; 2. Time Management 3. Management and suitability of personnel; 4. Contract administration and management 5. Provision of monthly accomplishment report and incident report as the need arises; 6. Attentiveness and process of mind of guards on duty; 7. Compliance with policies/guidelines TECHNICAL EVALUATION PARAMETERS (Supported by Company Profile) 1. Stability a) Years of experience at least Five (5) years in front line security service b) Liquidity of the Contractor c) Organizational set-up: with good office set-up, personnel and office tools and equipment

	2. Resources a) Number and Kind of equipment and supplies with the minimum number and kind of equipment and supplies as specified in Section VI. Schedule of requirements b) Number of Licensed Guards: Six (6) security guards-qualified, licensed, bonded, uniformed, highly trained and armed security guards 3. Security Plan a) Tailored fir for DPWH-DCDEO especially areas with frontline service in accordance with the minimum requirements below. Statement/enumerate the specific methodology to execute the plan 4. Other Factors a) Recruitment and Selection Criteria: Training conducted for the Security Guards before deployment, educational and age requirements, among other, as such: i. Not less than <u>25 but not more than 50 years of age</u> ii. With at least five (5) relevant trainings relative to frontline services iii. Physically and mentally fit iv. With clearance from PNP, PDEA, Psychiatry test v. With clearance on Pendency/Non-Pendency of administrative case or unsatisfactory performance from previous work b) Completeness of uniform and other paraphernalia as prescribed under RA No. 5487 and its IRR c) Proof of paid remittances for the following government agencies: SSS, PHIC, and HDMF in the form of certification issued by the said agencies d) Copies of the licenses, results of neuropsychiatric examination, training certificates and other requirements of the guards shall be furnished to DPWH-DCDEO, Region XI.
	SECURITY PLAN A) Security of Human Resources A.1) Officials, VIP Guest and Visitors 1. Exercise courtesy and tact at all times 2. Provide security assistance as maybe required/instructed A.2 Employees 1. Monitor/render monthly report in the strict implementation of "No ID/No Uniform" 2. Monitor/search for deadly weapons, explosives, toxic chemicals, drugs and contraband items/harmful materials upon reasonable grounds for suspicion, cause of arrest of employees 3. Check big bags/plastic bags/boxes going in and out of the office for security purposes 4. Prevent/ detect any form of breach of DPWH-SUBDEO rules and regulations and if possible, report or cause the arrest of the perpetrator/s 5. Implement strictly the "No Entry" to security/restricted areas without proper authorization/clearance 6. Strict observance for "Parking Policy" issued by the DPWH-SUBDEO

7. Exercise tact and courtesy at all times
8. Assist employees as requested
9. Maintain logbook for personnel and property/equipment movements
10. No entry and stay in office after office hours including Saturdays, Sundays and Legal Holidays unless authorized
11. Full concentration of security work. Avoid chatting to employees, texting while on duty

A.3 DPWH-DCDEO GUESTS/VISITORS

1. Implement strictly the "NO ID NO ENTRY RULE"
2. Check big bags/plastic bags/boxes for security purposes
3. Monitor/search for deadly weapons, explosives, toxic chemical, drugs and contraband items/harmful materials upon reasonable grounds for suspicion, cause arrest of visitors
4. Prevent/detect any form of breach of DPWH-SUBDEO rules and regulations and if possible, report or cause the arrest of the perpetrators/s
5. Prevent entry to security/restricted areas without proper authorization
6. Exercise tact and courtesy at all times
7. Assist as may be required
8. Maintain logbook
9. Prevent entry after office hours including Saturdays, Sundays and Legal Holidays unless authorized
10. Prohibit loitering in the premises after visitor's business is done
11. Issue visitor's slip/ID to all non-DPWH-DCDEO personnel and properly coordinate with the officials/employees concerned the entry of visitors

A.4 CUSTOMER/CLIENTS

1. Exercise tact and courtesy at all times
2. Check baggage for security purposes
3. Provide direction within the premises and refer PIO/Information Center
4. Assist in the smooth operations of the Office frontline services as required by DPWH-SUBDEO
5. Answering queries related to office procedures are not allowed
6. Immediate response in case of emergency/untoward incident, and prepare necessary report to the management
7. Prevent entry to security/restricted areas without proper authorization /clearance
8. Regular reports of untoward incidents/complaints from the public shall be forwarded to the management of DPWH-SUBDEO

B. SECURITY FOR PHYSICAL RESOURCES

B.1 VEHICLE CONTROL

1. Inspect vehicle entering and leaving DPWH-DCDEO premises
2. Maintain a logbook on the arrival and departure of DPWH-SUBDEO
3. Control flow of traffic and direct drivers to park their vehicles properly in designated parking area
4. Safeguard and protect vehicle from pilferage of accessories and other attachments

5. Require trip ticket for outgoing DPWH-DCDEO vehicles duly signed by the approving authorities
6. Prohibit overnight parking for non DPWH-SUBDEO vehicles

B.2 FACILITIES AND BUILDINGS

1. Post Notice prohibiting entry or carrying deadly weapons at entrance building
2. Deny access to restricted areas
3. Check that all doors and windows are closed and locked after office hours
4. Deny entry to peddlers and unauthorized vendors
5. Identify need for lighting and recommend measures
6. Identify fire hazard and recommend measures
7. Regularly check location and condition of fire extinguishers and recommend measures
8. Regularly check conditions of fire hydrants, hoses and alarm systems
9. Observe that all lights are switched off and electrically operated office equipment are unplugged when occupants of the office are all out
10. Regular inspection of storage areas and recommend measures, if necessary
11. Switch on and off of security and perimeter fence lights

B.3 SUPPLIES AND EQUIPMENT

1. All outgoing properties must be covered with appropriate documents duly signed by the authorized signatories indicating serial/property number, person moving the equipment, time, date, etc.
2. Personal properties shall be covered by personal property slip issued by the security guard house
3. Access to supply rooms and areas will be allowed to authorize personnel only
4. Ensure security of supplies, equipment, documents at all times

C. CONTINGENCY PLAN FOR VARIOUS RISK

C.1 FIRE

1. Inform Fire Department
2. Know status and location of firefighting equipment
3. Know how to operate firefighting equipment
4. Be familiar with fire exit and electrical control switches
5. In charge in the fire alarm control switches
6. Report fire and any fire hazard
7. Report inadequate water supply, firefighting equipment and fire exit
8. Recommend and assist in the formation of fire brigade, earthquake and other as required for safety
9. Assist in the evacuation of employees, records and equipment
10. In case of fire, clear driveways and empty spaces, records and equipment

C.2 THEFT, PILFERAGE AND BURGLARY

1. Secure all entry and exit points
2. Conduct investigation and submit written report within 24 hours to DPWH-DCDEO Management
3. Identify witnesses, if possible
4. Apprehend culprit within the premises, secure incident area to protect evidence

5. Coordinate with appropriate PNP unit (Theft and Robbery section)
6. Assist in controlling violence
7. Limit number of entries to premises to as few as possible

C.3 TRESPASSING

1. Challenge and detain trespassers
2. Turn-over trespassers
3. Report to the management

C.4 HOSTAGE SITUATION

1. Notify PNP, DPWH-SUBDEO Management and all guards
2. Act as temporary negotiator until the arrival of the expert negotiator
3. Hostage-taker not to harm hostage

C.5 EARTHQUAKE

1. Prevent panic and maintain calm
2. Prevent use of elevator and direct escape thru other means of exit
3. If possible, urge personnel to seek refuge under strong piece of furniture and keep away from dangerous falling objects
4. Assist in evacuation of personnel, supplies, materials and equipment

C.6 FLOOD AND TYPHOON

1. Prevent crossing of employees on flooded areas
2. Prevent exit when there are strong winds outside the building
3. Assist in evacuation of personnel, supplies, materials and equipment

C.7 SABOTAGE

1. Cordon the affected area to secure evidence
2. In case of explosion, help evacuate all personnel from attached area
3. Inform Fire Department

C.8 BOMB THREAT

1. Immediately report to PNP
2. Inform DPWH-DCDEO Management
3. Assist evacuation of personnel
4. Secure DPWH-DCDEO property and clear from unauthorized persons

C.9 PROPOSED DEPLOYMENT OF GUARDS

1. Each shall render services for eight (8) hours daily, including Saturdays, Sundays and Holidays to be rotated on a 8 hour working schedule daily at three (3) working shifts. No guard shall be allowed to render double or straight duty

C.10 OTHER OFFERS, if any

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards

Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]

AUTHORITY OF SIGNING OFFICIAL

AFFIDAVIT

I, _____ of legal age, (Civil Status), Filipino and residing at _____, after having been duly sworn in accordance with law, do hereby depose and say:

1. That I am the Owner of _____, a construction firm duly licensed, organized and existing by virtue of the laws of the Republic of the Philippines, with office address at _____;
2. That I am the official authorized signatory, on behalf of _____, to transact business with the _____ and other government offices concerned, and to do, execute and perform any and all acts, including signing of relevant documents, in connection with the _____.

IN WITNESS WHEREOF, I hereunto affixed my signature this _____ day of _____ at _____, Philippines.

Affiant

REPUBLIC OF THE PHILIPPINES)
CITY OF _____)

SUBSCRIBED AND SWORN to before me this _____ day of _____ at _____, Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me his _____

Witness my hand and seal this _____ day of _____.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Notary Public