



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL

REQUEST FOR QUOTATION

Date: March 25, 2022

Name of Supplier / Company: _____

Address: _____

TIN: _____

PhilGEPS Registration Number(required): _____

The Department of Education Region IV-A CALABARZON, through its Bids and Awards Committee (BAC), invites reputable security agencies to submit their quotation for the **Procurement of Security Guard Sservices for the Period covered April 1, 2022 to April 30, 2023** with an **Approved Budget for the Contract (ABC) in the amount of Eight Hundred Seventy Thousand Two Hundred Sixty One Pesos and 12/100 (Php870,262.12)** which the entity will procure through Negotiated Procurement under Small Value Procurement in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations (IRR) of the Republic Act No. 9184.

LOCATION	DESCRIPTION	QTY	UNIT PRICE	TOTAL
National Educators Academy of the Philippines (NEAP)-Calabarzon, Malvar, Batangas.	Security Guards (24-hour working schedule daily) April 1, 2022 to April 30, 2023	3 persons		

GRAND TOTAL:

(Amount in words)

Please quote your **Best Offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the bottom of this Request for Quotation (RFQ). Submit your proposal/quotation duly signed by your authorized representative **not later than March 29, 2022 at 5:00 P.M.** at the BAC Secretariat, DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal. **Quotations may also be**



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

Trunkline: 02-8682-5773/8684-4914/8647-7487

Website: depedcalabarzon.ph

Document Inquiry : <https://r4a-teadoc.com/inquire>

Facebook: DepEd R-4A Calabarzon

submitted through facsimile or email at the address and contact numbers indicated below.

TERMS AND CONDITIONS:

1. DepEd Region IV-A CALABARZON shall deal ONLY with legitimate suppliers/contractor which issue BIR-Registered official receipts;
2. Quoted prices must be inclusive of required tax;
3. All quotations shall be firm and valid for a period of at least Thirty (30) calendar days from the date of receipt of quotation and shall be binding upon the supplier within the period;
4. DepEd Region IV-A CALABARZON reserved the right to post-qualify any supplier and/or to reject any or all submitted quotations;
5. Contract shall be awarded to the lowest evaluated responsive bid;

PAYMENT TERM: Payment is within 15 calendar days after submission of monthly billing and copies of Philhealth, Pagibig and SSS remittances of assigned guards.

REQUIREMENTS TO BE SUBMITTED WITH THE QUOTATION:

1. **Certified photocopy of 2022 Business/Mayor's Permit;**
2. **Valid PhilGEPS Registration Certificate and Number;**
3. **Latest Income/Business Tax Return/Tax Certificate;**
4. **Notarized Omnibus Sworn Statement – to be submitted prior to award.**

Open quotation may be submitted, manually or through email at the address indicated below. For any clarification, you may contact us at telephone no. **02-8682-5773; 8684-4914; or 8647-7487** or e-mail address at **bac.calabarzon@deped.gov.ph**



CHERRYLOU D. REPIA
BAC Chairperson

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. **All Technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.**
4. Failure to follow these instructions will disqualify your entire quotation.

**ADDITIONAL REQUIREMENT AND SPECIFICATION FOR THE
PROVISION OF SECURITY SERVICES
For the Period April 1, 2022 to April 30, 2023**

SERVIE REQUIREMENT:

1. The security service requirement shall be for the purpose of maintaining law and order within its premises at **National Educators Academy of the Philippines (NEAP)-Calabarzon, Malvar, Batangas**. The security service requirement is needed for protection and guarding of its properties from theft, robbery, arson, destruction or damage as well as by protecting its officials, employees, visitors, guest and the transacting public from assault, harassment, threat or intimidation through enforcement and implementation of plans, policies, rules and regulations relative to the maintenance of security and safety.
2. The Security Agency must be duly licensed, registered, and a member of PADPAO with proper operating permits and other statutory requirements. It must have been engaged in the business for at least three (3) years.
3. The Security Service Provider shall provide qualified and trained security guards and security officers to, at all times, maintain security and safeguard the building, office and properties within the premises, as well as provide protection for its officials, employees, visitors, guests and transacting public.

Three (3) Security Guards shall be deployed, each shall render services for eight (8) hours daily, including Saturday, Sunday and Holidays to be rotated 8-hours working schedule daily. No guard shall be allowed to render double or straight duty.
4. The Security agency shall secure, on its account, all equipment necessary for the performance of its obligations under the Contract including the following:
 - a. One (1) unit mobile phone for security communications while on duty;
 - b. One (1) metal detector for Security Guard on duty;
 - c. Logbook on station;
 - d. One (1) whistle.
5. The security Agency shall provide proof of paid remittances for the following (concerned) government agencies: SSS, PPHILHEALTH and PAGIBIG will be in the form of a certification issued by the said agencies;

6. The Security Agency shall secure ingress and egress within the NEAP-Malvar premises of all persons or vehicles, and things/materials brought in and out said premises including the conduct of reasonable check on persons and properties as normally done in public or private establishment and places for purposes of ensuring safety and security against unauthorized persons, vehicles and/or things or materials.
7. The Security Agency shall immediately make the necessary reports of any incident to DILG –Malvar management and/or to other concerned authorities for purposes of police and other official investigations.
8. The security guards assigned shall be provided with proper agency uniforms and visible identification badges. They must also be duly licensed.
9. The assigned security guards must have previous experience of at least 3-years and with adequate knowledge in communicating in English and/or Filipino. He/she must be reliable, honest, and courteous.
10. The security guards must undergo and pass the required psycho-neuro examination and drug test conducted by a reputable Philippine National Police (PNP)/ National Bureau of Investigation (NBI) accredited testing agency.
11. The security guards must be ready to perform other tasks as may be required by NEAP-Malvar management, related to security, safety and protection such as registering visitors, inspection of bags or cargo (in and out), inspection of vehicles, escorting VIPs and other administrative functions.
12. The NEAP-Malvar shall have the right to select or refuse any security guard assigned to it by the Security Agency. Likewise, shall have the right to request replacement/change of security guards for misbehavior or non-compliance with NEAP-Malvar requirements. The Security Agency shall provide the NEAP-Malvar with copies of the 201 files of all security guards deployed in NEAP-Malvar including the security officer.

Signature over Printed Name

Position/Designation

Mobile Number

Email address/s