



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

REQUEST FOR QUOTATION

The **Department of Education Region IV-A (CALABARZON)** through its **Bids and Awards Committee**, intends to procure **“SECURITY SERVICES FOR THE YEAR 2023 FOR NATIONAL EDUCATOR’S ACADEMY OF THE PHILIPPINES (NEAP) AT MALVAR, BATANGAS ON MAY 1, 2023 TO APRIL 30, 2024”** in accordance with Alternative Method of Procurement under ☐Section 52 (Shopping) or ☒Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **EIGHT HUNDRED FIVE THOUSAND TWO HUNDRED PESOS (Php805,200.00).**

Please quote your **Best Offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the bottom/last page of this Request for Quotation (RFQ). Submit your proposal/quotation duly signed by your authorized representative **not later than APRIL 4, 2023 at 9:00 A.M.** at the BAC Secretariat, DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal. **Quotations may also be submitted through facsimile or email at the address and contact numbers indicated below.**

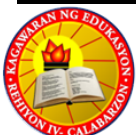
A copy of your 2023 **Business/Mayor’s Permit, PhilGEPS Registration Number and Latest Income/Business Tax Return** are required to be submitted along with your signed quotation/proposal.

Moreover, a **Notarized Omnibus Sworn Statement (GPPB-prescribed forms)** will also be required to be submitted prior to award.

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

In case of recently expired Mayor’s/Business permit, it shall be accepted together with its Official Receipt that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after the award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the Notarized Omnibus Sworn Statement shall be submitted after the award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

Date: _____

Name of Company:	
Address:	
Name of Store/Shop (if applicable):	
TIN:	
PhilGEPS Registration Number:	

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly, accurately and completely.
- (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.

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

TECHNICAL SPECIFICATION

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate “0” if item being offered is for free.
2. Bidders must state “Comply” or any equivalent term in the column “Bidder’s Statement of Compliance” against each of the individual parameters of each Specification.

Item	Description	Total QTY	Bidder’s Statement of Compliance	Unit Cost (VAT Inclusive)	Total Cost (VAT Inclusive)

1	SECURITY SERVICES May 1, 2023 to April 30, 2024 Php1,100.00/guard/day	2 guards for 366 days			
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Specifications (from end user):

Funding Requirement		
Total Contract rate from May 1, 2023 to April 30, 2024		
Two (2) Security Guards for the NEAP Malvar		
All inclusive and 12 hour duty		
May	1 100 x 31 x 2	68,200.00
June	1 100 x 30 x 2	66,000.00
July	1 100 x 31 x 2	68,200.00
August	1 100 x 31 x 2	68,200.00
September	1 100 x 30 x 2	66,000.00
October	1 100 x 31 x 2	68,200.00
November	1 100 x 30 x 2	66,000.00
December	1 100 x 31 x 2	68,200.00
January	1 100 x 31 x 2	68,200.00
February	1 100 x 29 x 2	63,800.00
March	1 100 x 31 x 2	68,200.00
April	1 100 x 30 x 2	66,000.00
TOTAL		805,200.00

- 2 Security Guards to safeguard the National Educator's Academy of the Philippines (NEAP) premises at the rate of 1,100/day for the period of May 1, 2023 to April 30, 2024 (366 days).
- 12-hour duty inclusive of the 13th month and overtime pay.

A. Scope of Work or Services to Be Rendered:

The Security Agency shall provide the following specific services:

1. Protect the general interest of the Procuring Entity (PE).
2. Guard and secure all property of the PE or its officers/employees within its area of responsibility.
3. Strictly implement standing rules, regulations, guidelines and policies prescribed by the PE.
4. Prohibit the commission of any unlawful or illegal acts within the assigned PE's premises or its area of responsibility.
5. Report and provide assistance in cases of any sign of disorder, riots, strike or any serious violation of the law.
6. Protect PE or government property from theft, pilferage or damage.

7. Report and provide assistance in cases of any emergency situations, such as fire, typhoon, or natural calamities.
8. Shall provide a roving Guard Supervisor that will monitor the detailed Security Guards on a regular basis (per shift).
9. 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 13 and Management of Private Security Agencies).

B. Manpower Qualifications

The Security Guards (SG) shall have the following qualifications:

1. At least college level;
2. Of good moral character and reputation, courteous, alert and without criminal or police record;
3. Physically and mentally fit;
4. At least five feet two inches (5'2") in height;
5. 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;
6. In proper uniform and with other security paraphernalia such as flashlight, hand held radio, night stick, whistle, metal detector & other essential security paraphernalia;
7. Armed with appropriate and functional rifle, shotgun, pistol or revolver, with sufficient ammunition at all times during hours of duty;
8. Must have passed the Pneuropsychiatric Exam; and
9. In possession of such other qualifications required by Republic Act (RA) No. 5487, as amended.

C. Obligations and Responsibility of the Security Agency

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

1. Assume all losses in their areas of responsibility due to negligence/pilferages and negligence of their security guards after thorough investigation;
2. Assume full responsibility for the acts of its SGs during performance of their duties;
3. Cooperate with the PE's official investigation of any suspected criminal activity or in case of theft or similar incidents in their assigned area;
4. Be responsible for the safety of their SGs in the performance of their duties in providing security services to the PE;
5. Provide the total number of guards required in the assigned area every shift per Section III hereof;
6. 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;
7. 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;
8. The Security Agency shall not change or replace the SG without prior notice at least three (3) working days, and approved by the PE;
9. Have the SG changed or replaced at any time upon request of the PE for justifiable reasons; and
10. Must provide their security guards with contact numbers of the PNP, BFP and hospitals for ready reference during emergency cases.

D. Equipment Requirements

To be installed at/near the guard's posts (Main Gate and DBM Lobby).

1. Hand-held 2-way radio - 2 units

2. Emergency light (rechargeable) - 2 units
3. Rain boots (for each security guard)
4. Big Umbrellas - 2 pieces
5. Raincoat - 2 pcs
6. Metal detector - 1 unit
TOTAL COST:

**The above quoted prices are inclusive of all costs and applicable taxes.*

<u>SCHEDULE OF REQUIREMENTS</u>			
The delivery schedule expressed as weeks/months stipulates hereafter the delivery date to the project site.			
Item	Description	Total Quantity	Delivery
I			

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Your Total Offered Quotation
Php805,200.00	In words:
	In figures:
<u>Payment Details:</u>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfilment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.
Banking Institution	
Account Number	
Account Name	
Branch	

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the Lowest Calculated and Responsive Quotation (for goods and infrastructure) or, the Highest Rated Offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The Department of Education Region 4A shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DBM shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- 10. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Department of Education Region IV-A 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 to it.

 Signature over Printed Name

 Position/Designation

 Office Telephone Number

 Fax/Mobile Number

 E-mail address/es