

## REQUEST FOR QUOTATION (RFQ)

Company Name \_\_\_\_\_  
 Company Address \_\_\_\_\_  
 Contact No. \_\_\_\_\_  
 PhilGEPS Certificate No. \_\_\_\_\_

P.R. No. IB GOP 2024-DSWD-025  
 Date: April 15, 2024  
 MOP: Section 53.1 Negotiated Procurement Two- Failed Bidding  
 TIN: \_\_\_\_\_

Please quote your lowest government price for the following item(s) specified below. Check/tick the "COMPLY" box if bidder complies with the specifications. A quotation containing unchecked/unticked "COMPLY" boxes would be automatically rated as "FAILED".

ITEM NO.	QTY.	UNIT	ITEM DESCRIPTION AND SPECIFICATIONS	Kindly CHECK to signify compliance to the specs.	UNIT COST	TOTAL COST
<b>Provision of Security Services for FY 2024</b>						
1	8	months	Security Services (Security Guard/s), <b>67 guards for day/mid shift</b> (see attached Technical Specification), Eight (8) hour shift	<input type="checkbox"/> Comply		
2	8	months	Security Services (Security Guard/s), <b>36 guards for night shift</b> (see attached Technical Specification), Eight (8) hour shift	<input type="checkbox"/> Comply		
			This includes Schedule of Requirements, Technical Specifications, Terms of Reference and other requirement indicated in Annex A attached herewith.			
			<i>Page 1 of 1</i>			
			<b>Approved Budget for the Contract:</b>	<b>PHP 17,295,760.00</b>	<b>Total</b>	

- IMPORTANT REMINDERS:**
1. Price quotation/s must be valid for a period of **120 days** from the date of submission.
  2. **DELIVERY PERIOD: May to December 2024**
  3. **PLACE OF DELIVERY: DSWD FO V Offices in Bicol Region**
  4. The project shall be **AWARDED** as follows:  (a) as one contract  (b) separate contracts per lot  (c) separate contracts per item
  5. TERM OF PAYMENT: **CHARGED ACCOUNT, must submit SOA monthly**
  6. LIQUIDATED DAMAGES: **One-Tenth Of One Percent (0.001) of the cost of the unperformed portion of the contract for every day of delay.** Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the DSWD FOV **may rescind or terminate the contract**, without prejudice to other courses of action and remedies available under the circumstances.
  7. Required documents to submit:
    - a. **As stated in Annex A, attached herewith**
  8. As a condition for AWARD, you will be required to submit the following documents:
    - a. **As stated in Annex A, attached herewith**
  9. For any clarifications, you may contact the BAC Secretariat through [bacsec.fo5@dswd.gov.ph](mailto:bacsec.fo5@dswd.gov.ph) or **0910-017-0818**
  10. Submit your quotation duly signed by you or your duly authorized representative not later than the deadline on **APRIL 22, 2024, 9:00 AM.**

**JUDEX DONNEL G. LLAMOSO** \_\_\_\_\_  
 Procurement Section Head                              Signature Over Printed Name of Canvasser

\_\_\_\_\_  
 Signature Over Printed Name of Bidder

**INVITATION FOR NEGOTIATED PROCUREMENT  
TWO-FAILED BIDDING FOR THE  
PROVISION OF SECURITY SERVICES FOR FY 2024**

1. Given the two (2) failed public biddings conducted, the Department of Social Welfare and Development, Field Office V, intends to negotiate, as authorized by its Regional Director, per Section 53.1 Two Failed Biddings of the Revised IRR of RA 9184 intends to apply the sum of **Seventeen Million Two Hundred Ninety-Five Thousand Seven Hundred Sixty Pesos only (₱17,295,760.00)** being the ABC to payments under the contract for **Provision of Security Services for FY 2024/IB GOP 2024-DSWD-025**. Bids received more than the ABC shall be automatically rejected at bid opening.
2. The Department of Social Welfare and Development, Field Office V now invites offers/proposals for the said project. Delivery of the Services is required from **May to December 2024**.
3. Bidders should have completed, within **two (2) years** from the date of submission and receipt of bids, a contract similar to the Project. The Bidders must have completed a single contract that is similar to this Project, equivalent to **at least fifty percent (50%)** of the ABC.
4. Opening of Quotation/Proposal will be conducted through open competitive bidding procedures using a non-discretionary *“pass/fail”* criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
  - a. This is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, according to RA No. 5183.
5. Prospective Bidders may obtain further information from the **Department of Social Welfare and Development Field Office V** and inspect the Bidding Documents at the address given below from **8:30 AM to 4:00 PM (Except Saturdays, Sundays & Holidays)**.
6. A Request for Quotation may be acquired by interested Bidders on **April 16, 2024**, from the given address and website(s) below.
7. Bids must be duly received by the BAC Secretariat **through (i) manual submission** at the office address indicated below, on or before **9:00 AM, APRIL 22, 2024**. **Late bids shall not be accepted.**
8. All Offers/Proposals must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **Section 27.2 of the Revised IRR of RA 9184**.
9. Bid opening shall be on **10:00 AM, APRIL 22, 2024** at **BAC Conference Room, DSWD FO V, Rawis, Legazpi City**. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.

10. The **Department of Social Welfare and Development Field Office V** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

**JUDEX DONNEL G. LLAMOSO**

Head, Procurement Section

DSWD FO V, Government Center Site,

Rawis, Legazpi City 4500

Email address: [bacsec.fo5@dswd.gov.ph](mailto:bacsec.fo5@dswd.gov.ph)

Contact No.: 0910-017-0818

12. You may visit the following websites:

For downloading of Bidding Documents: <https://fo5.dswd.gov.ph/philgeps2024/>

**April 16, 2024**

(Original Signed)

**CLAUDIO A. VILLAREAL JR.**

*BAC Chairperson*

## 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.

Item No.	Description	Quantity	Delivered, Weeks/Months
<b>Procurement of Security Services for April to December 2024</b>			
Breakdown:			
1.	DSWD Field Office V, Buraguis, Legazpi City (1 lady guard; 5 male guards)	2	day shift
		2	Mid shift
		2	night shift
2.	DSWD Field Office V, Rawis, Legazpi City (1 lady guard; 9 male guards)	4	day shift
		3	Mid shift
		3	night shift
3.	DSWD Sorsogon Warehouse (3 guards)	1	day shift
		1	Mid shift
		1	night shift
4.	DSWD Complex, Nasisi, Ligao City (1 lady guard/shift; 1 male guard/shift)	2	day shift
		2	Mid shift
		2	night shift
5.	DSWD RRCY, Sorsogon City (12 male guards)	3	day shift
		3	Mid shift
		6	night shift
6.	DSWD RRCY, Oas, Albay (1 male guard/shift)	1	day shift
		1	Mid shift
		1	night shift
7.	DSWD SWAD Office Camarines Sur	1	day shift
		1	Mid shift
		1	night shift
8.	DSWD SWAD Office Camarines Norte	2	day shift
		2	Mid shift
		2	night shift
9.	DSWD SWAD Office Catanduanes	1	day shift
		1	Mid shift
		1	night shift
10.	DSWD SWAD Office Masbate	1	day shift

		1	Mid shift
		1	night shift
<b>11.</b>	DSWD SWAD Office Sorsogon	1	day shift
		1	Mid shift
		1	night shift
<b>12.</b>	KC-NCDDP RPMO	1	day shift
		1	Mid shift
		1	night shift
<b>13.</b>	Bonot Warehouse 2	1	day shift
		1	Mid shift
		1	night shift
<b>14.</b>	AICS Office Naga City	1	day shift
		1	Mid shift
		1	night shift
<b>15.</b>	Pacific Mall AICS Office	2	day shift
		2	Mid shift
		2	night shift
<b>16.</b>	AICS Office Tigaon	1	day shift
		1	Mid shift
		1	night shift
<b>17.</b>	AICS Office Sipocot	1	day shift
		1	Mid shift
		1	night shift
<b>18.</b>	AICS Office, Iriga City	1	day shift
		1	Mid shift
		1	night shift
<b>19</b>	AICS Office, Labo, Camarines Norte	1	day shift
		1	Mid shift
		1	night shift
<b>20.</b>	AICS Office, Irosin Sorsogon	1	day shift
		1	Mid shift
		1	night shift
<b>21.</b>	AICS Office, Virac, Catanduanes	1	day shift
		1	Mid shift
		1	night shift

1. AICS Office, Masbate City	1	day shift
	1	Mid shift
	1	night shift
2. AICS Office, Cataingan Masbate	1	day shift
	1	Mid shift
	1	night shift
3. AICS Office (Location-TBA)	1	day shift
	1	Mid shift
	1	night shift
4. AICS Office (Location-TBA)	1	day shift
	1	Mid shift
	1	night shift
Total	103	

**Conforme:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

## Technical Specifications

Item	Specification			Statement of Compliance
1.	<b>Item No.</b>	<b>Description</b>	<b>Educational Attainment</b>	
	1.	DSWD Field Office V, Buraguis, Legazpi City (1 lady guard; 5 male guards)	At least High School/Senior High School Graduate	
	2.	DSWD Field Office V, Rawis, Legazpi City (1 lady guard; 9 male guards)	At least High School/Senior High School Graduate	
	3.	DSWD Sorsogon Warehouse (3 male guards)	At least High School/Senior High School Graduate	
	4.	DSWD Complex, Nasisi, Ligao City (1 lady guard/shift; 1 male guard/shift)	College Level	
	5.	DSWD RRCY, Sorsogon City (12 male guards)	College Level	
	6.	DSWD RRCY, Oas, Albay (1 male guard/shift)	College Level	
	7.	DSWD SWAD Office Camarines Sur	At least High School/Senior High School Graduate	
	8.	DSWD SWAD Office Camarines Norte	At least High School/Senior High School Graduate	
	9.	DSWD SWAD Office Catanduanes	At least High School/Senior High School Graduate	
	10.	DSWD SWAD Office Masbate	At least High School/Senior High School Graduate	

	<b>11.</b>	DSWD SWAD Office Sorsogon	At least High School/Senior High School Graduate
	<b>12.</b>	KC-NCDDP RPMO	At least High School/Senior High School Graduate
	<b>13.</b>	Bonot Warehouse 2	At least High School/Senior High School Graduate
	<b>14.</b>	AICS Office Naga City	At least High School/Senior High School Graduate
	<b>15.</b>	Pacific Mall AICS Office	At least High School/Senior High School Graduate
	<b>16.</b>	AICS Office Tigaon	At least High School/Senior High School Graduate
	<b>17.</b>	AICS Office Sipocot	At least High School/Senior High School Graduate
	<b>18.</b>	AICS Office, Iriga City	At least High School/Senior High School Graduate
	<b>19.</b>	AICS Office, Irosin Sorsogon	At least High School/Senior High School Graduate
	<b>20.</b>	AICS Office, Virac, Catanduanes	At least High School/Senior High School Graduate
	<b>21.</b>	AICS Office, Masbate City	At least High School/Senior High School Graduate



	<b>22</b>	AICS Office, Cataingan, Masbate	At least High School/Senior High School Graduate
	<b>23</b>	AICS Office, Labo, Camarines Norte	At least High School/Senior High School Graduate
	<b>24</b>	AICS Office, Location TBA	At least High School/Senior High School Graduate
	<b>25</b>	AICS Office, Location TBA	At least High School/Senior High School Graduate

## TERMS OF REFERENCE

### Procurement of Security Services Provider for CY 2024

#### I. RATIONALE

The Department of Social Welfare and Development considers that a secure and safe work environment will contribute to a more productive workforce that will result in an efficient and effective delivery of social welfare and development services to the marginalized sector of society.

The Department of Social Welfare and Development Field Office V desires to engage the services of a security agency for the purpose of deploying licensed security guards to safeguard and protect its properties, equipment, facilities/installations/office buildings, and confidential information within its premises, against any and all crimes/unlawful acts, and any act of terrorism by strangers or third persons. The services that shall be engaged shall also cover the necessary security measure for all DSWD officers, employees, clients and its visitors transacting legitimate business in the DSWD premises.

#### II. LEGAL BASIS

The General Provision of Annual General Appropriations Act provides that “ Departments, bureaus, offices, or agencies of the National Government, as well as GOCCs, are hereby authorized to enter into service contracts with other government agencies, private firms or individuals and non-government organizations, whether on a part-time or full-time basis. xxx Service contracts may also be entered into by the agency for janitorial, security, and other related services, whenever practicable and cost- effective for the government.

#### III. SCOPE OF WORKS

The contract for security services, subject for public bidding shall include the security needs of Department of Social Welfare and Development Field Office V, namely:

- a. DSWD Field Office V, Buraguís, Legazpi City
- b. DSWD Field Office V, Rawis, Legazpi City
- c. DSWD Sorsogon Warehouse
- d. Bonot Warehouse 2
- e. DSWD Complex, Nasisi, Ligao City
- f. DSWD RRCY, Sorsogon City
- g. DSWD RRCY, Oas, Albay
- h. DSWD SWAD Office, Camarines Sur
- i. DSWD SWAD Office, Camarines Norte
- j. DSWD SWAD Office, Catanduanes
- k. DSWD SWAD Office, Masbate
- l. DSWD SWAD Office, Sorsogon
- m. KC NCDDP RPMO
- n. AICS Office, Pacific Mall
- o. AICS Office, Naga City (E-Mall)
- p. AICS Office, Tigaon, Camarines Sur
- q. AICS Office, Sipocot, Camarines Sur
- r. AICS Office, Iriga City, Camarines Sur
- s. AICS Office, Labo, Camarines Norte
- t. AICS Office, Irosin, Sorsogon
- u. AICS Office, Virac, Catanduanes
- v. AICS Office, Masbate City
- w. AICS Office, Cataingan, Masbate
- x. AICS Office (Location: TBA)
- y. AICS Office (Location: TBA)

#### IV. OBLIGATIONS AND RESPONSIBILITIES UNDER THE CONTRACT

##### **THE SERVICE PROVIDER SHALL BE RESPONSIBLE FOR THE FOLLOWING:**

- a. Provide and operate efficient security plans and services following the requirements prescribed by the DSWD;
- b. To ensure compliance with labor laws, prospective bidders should be a **duly registered contracting agency** in accordance with the DOLE Department Order No. 18-A, s. 2011. As such, they shall be required to submit to DSWD FO V a duly **certified true copy of the SEC Registration Certificate, Supervisory Office on Security and Investigating Agencies (SOSIA) Certification, Certificate of Compliance** and submission of the duly required **Semi-Annual Report**. This will ensure that they are not engaged in labor only contracting and that all duly mandated contributions such as *SSS, Pag-Ibig and Philhealth* are duly complied with;
- c. In view of the above compliance with DOLE regulations, bidder must have a **minimum capitalization of Php 5M** to ensure that all guards are timely compensated even if payment for such contract is delayed. Relative thereto, a

**certification from the Securities and Exchange Commission** that such bidder has a **Php 5M capital** shall be required;

- d. Considering that the DSWD Region V Office is frequented by VIP Visitors, said security agency should be able to provide *K9 bomb sniffing dogs* when necessary. As such, said bidder is required to submit **true copies of Certificate of Ownership or any other proof of availability of K9 services such as Certificate of Dog Ownership, receipt of purchase and other documents of ownership**;
- e. The security agency should own **at least one (1) security vehicle**, said vehicle shall be used in the checking, monitoring, and evaluation of security guards and other security related services. As such, the bidder is required to submit **proof of ownership/availability of security service vehicle**;
- f. Deploy duly **licensed security guards** in accordance with qualification standards as indicated in **Annex “A”** hereof;
- g. Provide and maintain the required minimum **security service equipment per R.A. 5487** including communication units and gears in ready and operational condition as listed in **Annex “B”**;
- h. Employ key officers or employees with appropriate training or experience in 1) Crowd Control, 2) First Aid, 3) Bomb Detection and Identification, 4) Advanced Intelligence and Investigation that can be called to assist DSWD FO V should the need arise;
- i. Provide at its own expense allocation for Gun Handling/Safety Security Training Program for security guards that will be deployed under the contract. Provide training programs to upgrade the knowledge and skills of its security guards deployed with the DSWD FO V on security matters such as, but not limited to the following:
  - i.1 Knowledge of current security threats and patterns;
  - i.2 Recognition and detection of weapons, dangerous substances and devices;
  - i.3 Recognition of characteristics and behavioral patterns of persons who are likely to threaten security;
  - i.4 Techniques used to circumvent security measures;
  - i.5 Crowd management and control techniques;
  - i.6 Security-related communications;
  - i.7 Testing, calibration and maintenance of security equipment and systems and conduct of Firearms Proficiency Training;
  - i.8 Inspection, control and monitoring techniques;
  - i.9 Methods of physical searches of person, personal affects, and baggage;
  - i.10 Basic Intelligence and Investigation Course, and report writing; and;
- j. Comply with all labor standard laws and social legislative acts in favour of its security guards, and shall hold the Department of Social Welfare and

Development Field Office V **free from any liability arising from monetary claims** by the Security Guards against the Security Services Contractor;

- k. Employ security guards, with appropriate training in bomb and firearms detection, deadly weapons identification, first aid, crowd control and basic firefighting;
- l. Provide **security utilities and necessary security equipment** in addition to what is required of the contractor at its own expense;
- m. Submit to the DSWD FO V detailed reports of undertaking and unusual incidents in the form, substance and frequency prescribed by the Department;
- n. Make available at **any time** all documents related to the security services contract for inspection, examination and audit by the DSWD FO V;
- o. Assume liability for all losses, damages, destructions to DSWD FO V properties and for death and/or injuries sustained by its officers, employees, and visitors/guests, which are directly attributable to the negligence, fault, laxity, unlawful act or misconduct of the Contractor or by any of its officers and/or security guards;
- p. Provide **insurance coverage or pay for life insurance premium** for its security guards and **furnish DSWD FO V a copy of the policy**;
- q. Comply with all other applicable memorandum, orders, terms and conditions of the contract and applicable rules and regulations promulgated by the DSWD FO V;
- r. Pay required and applicable taxes in full and on time and that the failure to do so will entitle the DSWD FO V to suspend payment for any services delivered/rendered by the agency/contractor;
- s. Regularly present to DSWD FO V, within the duration of the contract, a **tax clearance** from the Bureau of Internal Revenue as well as a copy of its **income and business tax returns** stamped and received by the Bureau of Internal Revenue and duly validated with the tax payments made thereon;
- t. Comply with all other terms and conditions of the contract and applicable regulations set by competent authority;
- u. The Security Services Contractor has the obligation and responsibility to comply with all the provisions of the contract and contract documents. Non-compliance or violations of any obligations and responsibilities by the Security Services Contractor shall be a ground for rescission, cancellation and/or termination of the security services contract after due notice;
- v. Post the required Performance Security the sufficient amount to be set by DSWD FO V in such form as cash, manager's check or bond secured from the Government Service Insurance System (GSIS) or a reputable insurance company duly accredited by the appropriate government agency to guarantee

full performance and compliance with every stipulation, terms and conditions of the security services contract, and adjust the amount of the bond accordingly whenever the number of guards is increased/decreased.

## **THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE**

### **V:**

- a. Pay the Contractor of the amount due for security services rendered in accordance with what is stipulated in the contract and/or prevailing laws and regulations to include labor laws and prevailing PADPAO Rate in the region where the DSWD FO V is located subject to Revised IRR of R.A. 9184;
- b. Request or assign other additional work load to guards assigned to DSWD FO V and render necessary supervision for the proper implementation of the contract;
- c. Provide Social Welfare and Development (SWD) Orientation Seminar, and other pertinent security training to security guards in coordination with security contractor;
- d. Exercise visitorial power or conduct inspection or audit of the contractor's compliance with existing social legislation or provisions of the security contract relating to the welfare of the security guards.

## **VI. RIGHTS**

### **The Contractor**

- a. **Financial** – Collect its fees and charges for services rendered as agreed and approved by DSWD FO V.
- b. **Administrative** – To confer with DSWD FO V issues and concerns pertaining to security services contract.

### **The Department of Social Welfare and Development Field Office V**

- a. **Financial** – Require the Security Services Contractor to submit the supporting documents as basis for payment of services rendered by its security guards and issue appropriate Official Receipts.
- b. **Operational** – Supervise and control the services being rendered by the Security Services Contractor to ensure maximum efficiency. Terminate and/or cancel the security services contract of the security agency for reason/s or cause/s as provided for under the contract with DSWD FO V. Conduct audit / evaluation relative to the compliance of the security service company with the terms and conditions of the contract with DSWD FO V.

## **VII. OTHER TERMS AND CONDITIONS**

- a. The Security personnel to be provided by the Service Provider shall not be related to any DSWD Personnel within the 3<sup>rd</sup> degree of consanguinity or affinity in the area of facilities of the Department being serviced and as such, the latter shall not in any manner be liable or responsible for any

- personal injury or damages, including death, caused by said security personnel assigned to the Department during the lawful performance of other duties.
- b. In the event that the security contract expires without a successful procurement of security services, the contract may be extended, subject to the availability of funds
  - c. The Department shall **not** be held liable for any claims of the Security Agency's security guards for their salaries and wages, benefits, compensation for death, sickness due to them or for any other claim arising from or in connection with their employment with the Agency except those required by law to be paid by the Department through the Agency.
  - d. All billings must be submitted to DSWD every 1<sup>st</sup> week of the month for timely processing of payment and in compliance to strict implementation of its monthly Cash Program.
  - e. The Security Services Contractor shall not terminate any assigned security guard in any offices of the Department without knowledge of the Regional Director.
  - f. The Security Services Contractor shall be ready at all times to provide and additional security service requirements of DSWD during significant events involving the Chief Executive, emergency situations, and/or disaster operations at its premises
  - g. The Department may re-assign or request replacement of the guards any time during the contract period with or without cause.

## VIII. BUDGETARY REQUIREMENTS

If during the effectivity of the Contract between the **Security Services Contractor** and the Department, a wage order or pertinent laws shall be implemented increasing the minimum wage or providing additional benefits to employees in private sector, the rates herein shall be adjusted accordingly. The Security Services Contractor shall comply with the wage increase.

## VII. CONFIDENTIALITY CLAUSE

Ensure that all guards assigned to DSWD FO V will keep in confidence all data, business practices, and all other pertinent information gained through their assignment in the DSWD FO V.

## VIII. CONTRACT DURATION

The Security Services Contract by and between the Department of Social Welfare and Development Field Office V and the service provider shall be valid from March 01, 2024 up to December 31, 2024.



## IX. VENUE OF ACTION

All actions relating to the bidding or contract shall only be instituted in the appropriate court in the City of Legazpi, Philippines to the exclusion of any other courts.

### Annex "A"

#### Qualifications:

1. Majority College level; At least high school / senior high school graduate  
(Refer to the Schedule of Requirements)
2. Height: at least 5'4" for Male, 5' for Female
3. Duly licensed security guard
4. 21 years old but not more than 55 years' old
5. With Neuro Psychiatric Clearance
6. With Drug Test Clearance
7. Of good moral character - Supported with updated NBI Clearance
8. Must not be a dishonorably discharged member of the PNP or any branches of the Armed Forces of the Philippines, and such other similar agencies.
9. Medical Clearance (must be physically fit)
10. Special requirement for guards to be assigned at RRCY / Complex
  - Self-defense skills
  - Ability to physically restrain females

### Annex "B"

#### A. FIREARM / AMMUNITION REQUIREMENT

ITEM	SPECIFICATIONS
HANDGUN	Any kind of handgun within the prescribed guidelines/limitations as provided in the PNP rules and regulations
12-GAUGE AUTOMATIC SHOTGUN	Automatic shotgun with at least five (5) rounds of live ammunition. <ol style="list-style-type: none"> <li>1. Wholly owned by the SSC/PSA and should have a valid license issued by PNP-FEO at Camp Crame, Quezon City;</li> <li>2. With Serial Number intact (not tampered)</li> <li>3. Serviceable and in excellent firing condition</li> </ol>
AMMUNITIONS for PISTOL 9 MM and SHOTGUN 12-GA	Ammunitions should be live bullets and original; factory-filled (not "Refilled" by reloader; always with RESERVE at each place of deployment

<b>Offices</b>	<b>Hand Gun</b>	<b>Ammo</b>	<b>12GA Shotgun</b>	<b>Ammo</b>
DSWD Field Office V, Buraguis, Legazpi City	2	60	1	10
DSWD Field Office V, Rawis, Legazpi City (New Building)	4	60	1	10
DSWD Sorsogon Warehouse	1	20		
DSWD Bonot Warehouse 2	1	20		
DSWD Complex, Nasisi, Ligao City	2	40		
DSWD RRCY, Sorsogon City	0	0	0	0
DSWD RRCY, Oas, Albay (New Building)	0	0	0	0
DSWD SWAD Office Camarines Sur	1	20		
DSWD SWAD Office Camarines Norte	2	40		
DSWD SWAD Office Catanduanes	1	20		
DSWD SWAD Office Masbate	1	20		
DSWD SWAD Office Sorsogon	1	20		
KC-NCDDP RPMO, Legazpi City	1	20		
AICS Office, Pacific Mall	2	40		
Nine (9) Identified AICS Offices (Naga City, Tigaon, Sipocot, Iriga, Labo, Irosin, Virac, Masbate City, Cataingan) and two (2) to be identified AICS Offices	1*	20*		

**\*provision for each office**

### B. COMMUNICATION EQUIPMENTS

<b>ITEM</b>	<b>SPECIFICATIONS</b>
RADIO TRANSCEIVERS	Handheld portable GP88 complete with battery charger; and with valid license issued by the National Telecommunications Commission (NTC)
CELLULAR PHONES	SIM pack/service provider with reliable network and area coverage; complete with battery, battery charger and load 1. Should be serviceable in excellent running condition 2. Should be owned by the SSC/PSA

<b>Offices</b>	<b>Handheld Radio with Charger</b>	<b>Cellphone with Load and Charger</b>
DSWD Field Office V, Buraguis, Legazpi City	3	1
DSWD Field Office V, Rawis, Legazpi City (New Building)	3	1



DSWD Sorsogon Warehouse		1
DSWD Bonot Warehouse 2		1
DSWD Complex, Nasisi, Ligao City	2	1
DSWD RRCY, Sorsogon City	5	1
DSWD RRCY, Oas, Albay (New Building)		1
DSWD SWAD Office Camarines Sur		1
DSWD SWAD Office Camarines Norte	2	1
DSWD SWAD Office Catanduanes		1
DSWD SWAD Office Masbate		1
DSWD SWAD Office Sorsogon		1
KC-NCDDP RPMO, Legazpi City		1
AICS Office, Pacific Mall	2	1
Nine (9) Identified AICS Offices (Naga City, Tigaon, Sipocot, Iriga, Labo, Irosin, Virac, Masbate City, Cataingan) and two (2) to be identified AICS Offices		1*

**\*provision for each office**

### C. DETECTORS/ SECURITY DEVICES AND PARAPHERNALIA

ITEM	SPECIFICATIONS
DETECTORS	Handheld portable metal detectors capable of detecting firearms and explosives concealed in the body of a person in hand-carried bags/items
FLASHLIGHT	Heavy duty; operational and in good condition with battery
K9 PROTECTIVE DOG AND HANDLER	Well trained K9 handler, K9 Dog, well trained on bomb sniffing dog

	FO V-Buraguis	FO V-Rawis	Sor Whse	Bonot Whse 2	Complex	RRCY Sor	RRCY Oas	SWAD CSU	SWAD CNO	SWAD CTD	SWAD MBT	SWAD SSG	KC	AICS Offices (quantity per office)
Metal Detector	2	2	1	1	1	2	1	1	2	1	1	1	1	1
Under Chassis	1	1			1	1	1							
Flashlight (heavy duty)	2	3	1	1	2	4	1	1	2	1	1	1	1	1
Night Stick / Retractable	2	3	1	1	2	4	1	1	2	1	1	1	1	1
Whistle with Lanyard	6	10	3	3	6	12	3	3	6	3	3	3	3	3

First Aid Kit	1	1	1	1	1	1	1	1	2	1	1	1	1	1
Handcuffs	3	3	1	1	2	5	1	1	2	1	1	1	1	1
Searchlight	2	3	1	1	2	4	1	1	2	1	1	1	1	1
Emergency Light	2	3	1	1	2	2	1	1	2	1	1	1	1	1
Big Umbrella	2	2	1	1	2	2	1	1	2	1	1	1	1	1
Rain Coats	6	10	3	3	6	12	3	3	6	3	3	3	3	3
Rain Boots	6	10	3	3	6	12	3	3	6	3	3	3	3	3
K9 Dog and Handler	1													
Head Gear	6	10	3	3	6	12	3	3	6	3	3	3	3	3

**D. PRESCRIBED UNIFORMS FOR SECURITY GUARDS**

Type A- White Long Sleeved Polo Shirt on Regular Days

Type B- White Collared Shirt during Saturdays, Sundays and Holidays

**E. OFFICE**

Security Agency must have **a satellite office in Legazpi City.**

**COST DISTRIBUTION MATRIX FOR SECURITY SERVICES (based on Wage Order No. RBV 21 effective 01 Dec 2023)**

	DAY shift	NIGHT shift
No of Guards	67	36
<b>Payable Directly to Servicemen</b>		
Basic Salary	395.00	395.00
Ordinary Working Days	115,735.00	115,735.00
Regular Holidays	9,480.00	9,480.00
Rest Days	26,702.00	26,702.00
Special Days	4,108.00	4,108.00
Equivalent Monthly Rate	13,002.08	13,002.08
Total Equivalent Annual Rate	156,025.00	156,025.00
Night Differential Pay		1,300.21
13 Month-pay Per Month	1,001.22	1,001.22
5 Days Incentive Leave Pay per Month	164.58	164.58
Uniform Allowance	100.00	100.00
Retirement Benefit per Month	740.63	740.63
<b>total Amount Directly to Security Guard</b>	<b>15,008.51</b>	<b>16,308.72</b>
<b>Amount to Gov't in Favor of the Guard</b>		

SSS Premium	1,282.50	1,377.50
Philhealth Contribution	260.04	260.04
State Insurance Fund	10.00	10.00
Pag-IBIG Fund	100.00	100.00
Total Amount payable to Government	<b>1,652.54</b>	<b>1,747.54</b>
A. Total Amount to Guard and Govt	<b>16,661.05</b>	<b>18,056.26</b>
B. Agency Fee (Administrative Overhead & Margin)	3,332.21	3,611.25
C. Value Added Tax (Agency Fee x 12%)	399.87	433.35
D. Total Cost per Month	20,393.12	22,100.86
Costing per Month for guards	1,366,339.04	795,630.96
Total per month		2,161,970.00

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Date: \_\_\_\_\_

## *Checklist of Requirements*

1. Duly Accomplished Request for Quotation (RFQ);
2. Cost Distribution Matrix for Security Services;
3. Conformity with the Schedule of Requirements & Technical Specifications;
4. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
5. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided; Must attach proof of completion such as Certificate of Acceptance/Completion and Performance or Sales Invoice or Official Receipt for the stated contract;
6. Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or an Original copy of the Notarized Bid Securing Declaration; and
7. Original duly signed Omnibus Sworn Statement (OSS) and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder;
8. Valid DOLE Certificate of Registration (if the Certificate is not from DOLE RO V, please attach the application form indicating the address of the Branch Office here in Legazpi or "Nationwide" if operating nationwide); per section 14 of the said DO states that "it shall be mandatory for all persons or entities acting as contractors to register with the Regional Office of the DOLE where it principally operates";
9. Certificate of pending or no pending labor standards violation case/s together with the **National Labor Relations Commissions (NLRC) and Department of Labor and Employment (DOLE) from Regional Office V** since it operates in Region V.
10. Valid PNP-CSU License to Operate;
11. Valid Certificate of Non-Pending Case from SOSIA or PNP-CSU;

**Note:**

***Other proof of compliance with the Terms of Reference and other documents will be required during Post-Qualification Evaluation.***

Proposals must be submitted in two (2) copies, original & copy 1, properly signed and sealed on or before **9:00 AM, April 22, 2024** at DSWD FO V, Government Center Site, Rawis, Legazpi City.