



REQUEST FOR QUOTATION

PURCHASE REQUEST NO. 24-0012

CANVASS PERIOD: 12 to 16 February 2024

Name of Company: _____

Address: _____

Telephone Number: _____

Tax ID Number (TIN): _____

PhilGEPS Registration Number: _____

The Governance Commission for GOCCs (GCG) formally requests a corporate proposal/quotation for the procurement of **ONE (1) LOT SECURITY SERVICES FOR GCG EXTENSION OFFICE A COVERING THE PERIOD OF 01 MARCH TO 31 DECEMBER 2024.**

Attached is Purchase Request No. 24-0012 with an Approved Budget for the Contract of **One Million Pesos Only (₱1,000,000.00)**. Kindly fill out the attached RFQ Form which will be included with the other documentary requirements indicated therein.

Please be informed that all submissions via email must be sent to procurement@gcg.gov.ph with subject name: **“Submission for the procurement of One (1) Lot Security Services for GCG Extension Office A Covering the Period of 01 March to 31 December 2024.”**

On the other hand, **all physical submissions must be labeled and addressed:**

ATTENTION:	The Bids and Awards Committee, GCG
RE:	Submission for the Procurement of ONE (1) LOT SECURITY SERVICES FOR GCG EXTENSION OFFICE A COVERING THE PERIOD OF 01 MARCH TO 31 DECEMBER 2024.

THE SUBMISSION MUST LIKEWISE CONTAIN THE FOLLOWING DOCUMENTARY REQUIREMENTS:

1. Supplier's/Service Provider's 2024 Mayor's/Business Permit or 2023 Mayor's/Business Permit together with the official receipt as proof that the prospective bidder has applied for renewal;
2. PhilGEPS Certificate of Registration or Registration Number;
3. **Annual Income Tax Return (year-ended, 2022) or Updated BIR Form 1702;**
4. Notarized Omnibus Sworn Statement (See attached Template); **and**



5.

IF THE SUPPLIER/SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
a.) A Corporation	a.1.) Securities and Exchange Commission (SEC) 33333333Certificate and, a.2.) Notarized Secretary’s Certificate granting full power and authority for the designated person to do, execute and perform any and all acts necessary <u>to participate, submit the bid, and to sign and execute the ensuing contract</u> for the prospective supplier/service provider;
b.) A Sole Proprietorship	b.1.) Department of Trade and Industry (DTI) Certificate; and, b.2.) <u>if the authorized representative is not the proprietor himself/herself,</u> Notarized Special Power of Attorney (SPA), granting full power and authority for the same to do, execute and perform any and all acts necessary <u>to participate, submit the bid, and to sign and execute the ensuing contract</u> for the prospective supplier/service provider,
c.) A Partnership	c.1.) SEC Registration of partnership; and; c.2.) Notarized partnership resolution granting full power and authority for the designated person to do, execute and perform any and all acts necessary <u>to participate, submit the bid, and to sign and execute the ensuing contract</u> for the prospective supplier/service provider

6. **If applicable,** documentation **from prospective foreign service providers/suppliers** as required in accordance with item 4.0, Appendix 9 of the 2016 Revised Implementing Rules and Regulations of Republic Act no. 9184.

Failure to submit **ALL** of the required documents with the **Signed Quotation Form before the deadline on 16 February 2024, 10:00 am** renders the submission, **NON-COMPLIANT**

For further inquiries, you may reach us at 5328 2030 local 371 or 415 or send an email to: procurement@gcg.gov.ph.

Thank you.



QUOTATION FORM

INSTRUCTIONS

- 1) Accomplish this Quotation Form 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 render the quotation, non-compliant.
- 4) In cases involving a tie among bidders, the procuring entity will bring the concerned service providers/suppliers to agree on a method to break the tie which shall be non-discretionary/non-discriminatory and is similarly based on sheer luck or chance.
- 5) Failure to follow these instructions will disqualify your entire quotation.

AFTER HAVING CAREFULLY READ AND ACCEPTED THE TERMS AND CONDITIONS, I/WE SUBMIT OUR QUOTATION/S FOR THE ITEMS AS FOLLOWS:

ONE (1) LOT SECURITY SERVICES FOR GCG EXTENSION OFFICE A COVERING THE PERIOD OF 01 MARCH TO 31 DECEMBER 2024 (PERIOD OF CANVASS: 12 TO 16 FEBRUARY 2024)			
TERMS OF REFERENCE:	Yes	No	Comments
BACKGROUND			
The Governance Commission for GOCCs (GCG) intends to procure Security Services for its Extension Office A to safeguard and protect the GCG personnel, visitors, properties and equipment from assault, trespass, arson, theft, robbery, mischief, or other unlawful acts or negligence.			
PLACE OF ASSIGNMENT			
1. Three (3) security personnel shall be assigned to GCG Extension Office A with office address at 17th Floor BDO Towers Paseo 8741 Paseo De Roxas Ave, Makati City.			
PARTICULARS			
2. The security services shall have a contract period commencing from 01 March to 31 December 2024 or on a later date as may be mutually agreed upon by the GCG and the winning bidder.			
3. Total contract price includes payment of wages, monetary benefits, VAT, other fees, and charges based on applicable Wage Order, laws, and Labor Code.			
QUALIFICATIONS OF THE SERVICE PROVIDER			
4. Must have at least five (5) years of experience in providing security services to other government offices.			
5. Service provider must have valid and current Regular License to Operate issued by the PNP through the PNP Supervisory Office for Security and Investigation Agencies (SOSIA).			

**ONE (1) LOT SECURITY SERVICES FOR GCG EXTENSION OFFICE A
COVERING THE PERIOD OF 01 MARCH TO 31 DECEMBER 2024
(PERIOD OF CANVASS: 12 TO 16 FEBRUARY 2024)**

TERMS OF REFERENCE:	Yes	No	Comments
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QUALIFICATIONS OF THE SERVICE PROVIDER

<p>6. Must submit proof of payment of remittances of statutory contributions to SSS, Pag-IBIG, and PhilHealth for the preceding year. Payments must conform with the schedule of payments as prescribed under SSS Circular No. 2019-12, HDMF Circular No. 275, and Philhealth Circular No. 0001 or any extension of payments as approved by the social welfare agency.</p> <p>For purposes of complying with the bid specifications, the following conditions shall be required in case of delay/s:</p> <ul style="list-style-type: none"> a. All delayed payments shall have been made within six (6) months when the premium is due; b. For the past two (2) years, the maximum number of delayed payments shall not exceed six (6) per year and per social welfare agency; c. Delays due to fortuitous events shall be supported by extensions granted by the respective social welfare agency. 			
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WORK SCHEDULE

<p>7. The service provider shall undertake to perform security services in the premises used by and under the responsibility of the GCG, specifically in the areas identified below including their work schedule as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">SPECIFIC AREA OF DEPLOYMENT</th> <th style="width: 20%;"># OF SECURITY GUARD TO BE ASSIGNED</th> <th style="width: 50%;">SCHEDULE (Mon-Sun)</th> </tr> </thead> <tbody> <tr> <td rowspan="3" style="text-align: center;">17th Floor GCG Extension Office A</td> <td style="text-align: center;">1</td> <td style="text-align: center;">6:00 am – 2:00 pm</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2:00 pm – 10:00 pm</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">10:00 pm – 6:00 am</td> </tr> </tbody> </table>	SPECIFIC AREA OF DEPLOYMENT	# OF SECURITY GUARD TO BE ASSIGNED	SCHEDULE (Mon-Sun)	17 th Floor GCG Extension Office A	1	6:00 am – 2:00 pm	1	2:00 pm – 10:00 pm	1	10:00 pm – 6:00 am			
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<p>8. The service provider shall make available, at its own expense, such number of relievers as may be necessary.</p>													
<p>9. The relievers shall take over the schedules of those regularly assigned security guard personnel who shall be absent or on leave.</p>													

QUALIFICATIONS OF THE SECURITY PERSONNEL

<p>10. The GCG has the right to screen applicants and recommend the security to be regularly assigned.</p>			
<p>11. The service provider shall provide the GCG security guards who are:</p> <ul style="list-style-type: none"> a. With at least six (6) months of experience in Security Services; b. Physically and mentally fit; c. Must be of legal age and at least five feet six inches (5'6") for male and five feet two inches (5'2") for female in height; 			

<ul style="list-style-type: none"> d. Must provide license issued by PNP-SOSIA; e. Must have passed the drug test conducted by any Government hospitals; and f. Must not have been convicted of any administrative, criminal, or civil case nor have any pending administrative, criminal, or civil case 			
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SCOPE OF WORK

12. Maintain peace and order within GCG premises.			
13. Safeguard and protect all properties of the GCG.			
14. Protect all officials, office personnel, and visitors from assault, harassment, threat, or intimidation within the GCG premises.			

SUPPLIES AND EQUIPMENT

<p>15. The service provider shall provide the security guards with the following:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th colspan="2" style="text-align: center;">SECURITY EQUIPMENT</th> </tr> <tr> <th style="text-align: left;">Description</th> <th style="text-align: left;">Quantity</th> </tr> </thead> <tbody> <tr> <td>Uniform</td> <td>4 Sets (per guard)</td> </tr> <tr> <td>Metal Detector</td> <td>1 Piece</td> </tr> <tr> <td>Hand-held Radio</td> <td>1 Piece</td> </tr> <tr> <td>Handcuff</td> <td>1 Piece</td> </tr> <tr> <td>Flashlight</td> <td>1 Piece</td> </tr> <tr> <td>Night Stick/Baton</td> <td>1 Piece</td> </tr> <tr> <td>Pepper Spray</td> <td>1 Piece</td> </tr> </tbody> </table>	SECURITY EQUIPMENT		Description	Quantity	Uniform	4 Sets (per guard)	Metal Detector	1 Piece	Hand-held Radio	1 Piece	Handcuff	1 Piece	Flashlight	1 Piece	Night Stick/Baton	1 Piece	Pepper Spray	1 Piece			
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16. Must provide their own logbook and DTR for the recording of activities.																					
17. Must install Twenty (20) Closed Circuit Television (CCTV) with Digital Video Recorder with at least thirty (30) days retention time of recorded footages.																					
18. Location of CCTV – To be determined upon commencement of the contract. Areas for installation of cameras shall be established by Administrative Division.																					

TERMS OF PAYMENT

19. All monthly billings must be stated in the Statement of Account (SOA), inclusive of VAT, all fees, and charges.			
20. SOA and other documents, such as but not limited to daily time records, proof of remittances and complete delivery receipts, must be submitted after the reference month.			
21. It is encouraged that the service provider submits the SOA and other documents on or before 10th working day of the following month for timely processing of payment. The timeliness of the submission of SOA shall be evaluated on the service provider's performance review.			
22. GCG shall be given twenty (20) working days upon receipt of complete SOA and other documents to process the payment, provided that the SOA is free from any computational errors.			

23. Payment for the services shall be based on the actual number of security personnel and number of days or period of services rendered.			
24. No advance payments will be allowed as provided in Section 88 of Presidential Decree 1445.			
25. Payment shall be made using the Direct Payment Scheme (DPS) via bank debit system through issuance of List of Due and Demandable Accounts Payable – Authority to Debit Account (LDDAP-ADA). However, should the payments be credited to a bank other than Landbank, any bank fees and charges shall be for the account of the service provider.			

Terms of Payment:

Pursuant to DBM Circular No. 2013-16 dated 23 Dec. 2013, the Procuring Entity (GCG) has adopted the Direct Payment Scheme (DPS) via bank debit system through the issuance of the List of Due payables due to creditors/payees.

Section 5.9.2 of the DBM Circular states, "bank charges shall be borne/paid by the creditor/payee concerned if their account is not maintained at Landbank."

Supplier's/Service Provider's Bank Details:

Banking Institution: _____

Account Number: _____

Account Name: _____

Branch: _____

FINANCIAL OFFER:

Please indicate your best offer for the item below. Please do not leave any item, blank. Quotation should be inclusive of Value Added Tax (VAT, if applicable).

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]
<p>One Million Pesos Only (₱1,000,000.00)</p>	<p>In Words:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>In Figures:</p> <p>_____</p> <p>_____</p>

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 thirty (30) calendar days from the date of submission.
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 quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the specified 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 GCG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, Order Slip and/or Billing statement, by the supplier, contractor or consultant. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor or consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.

Signature over Printed Name of Authorized Representative

Position/Designation

Office Telephone /Fax/Mobile Nos

Email address/es