



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

"Matino, Mahusay at Maaasahan"
 Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION (RFQ)

RFQ NO.: 2019-01-005

The Department of the Interior and Local Government Region XII (DILG-XII), through its Bids and Awards Committee, hereby invites all interested private security agencies registered with the Philippine Government Electronic Procurement System (PhilGEPS), to submit their proposal/quotation for the provision of the general services listed below, subject to the General Conditions stated herein, and submit their proposal/quotation duly signed by their representatives not later than 28 DECEMBER 2018 (FRIDAY):

- NAME OF PROJECT** : Procurement of Security Services for the DILG Regional Office XII (January 1, 2019 to December 31, 2019)
- LOCATION / AREA OF DELIVERY** : DILG XII Regional Office, Prime Regional Government Center, Carpenter Hill, Koronadal City
- APPROVED BUDGET** : Three Hundred Eighty Four Thousand Pesos (Php 384,000.00)

TERMS OF REFERENCE:

The prospective bidder shall bid for the corresponding item:

Item/Lot	Number of Guards	Cost Estimate/Month	Total Cost
Security Services covering the period from January 1, 2019 - December 31, 2019	2 guards @ 12hr shifts per day	Php16,000.00/guard	Php384,000.00

The total amount of the above item shall determine the most advantageous price for DILG-XII.

The DILG Region XII, imbued with integrity, competence and professionalism, and living up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPADDOSE).



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

"Matino, Mahusay at Maasahan"
 Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

GENERAL CONDITIONS:

1. GUARD QUALIFICATIONS

- ✓ With good moral character and reputation, alert and without criminal or police record
- ✓ Physically and mentally fit
- ✓ Duly licensed guard and cleared by the PNP, NBI and other government offices issuing clearances for employment
- ✓ With considerable experience (at least 5 years) in guarding a government office
- ✓ Knowledgeable in preparing regular security reports

2. AGENCY QUALIFICATIONS

- ✓ With sufficient capitalization
- ✓ Preferably an affiliate or a member of Philippine Association of Detective and Protective Agency Operations, Inc. (PADPAO) but not required
- ✓ Can provide replacement guard on the spot
- ✓ With sufficient licensed firearms (revolver and shotgun) and ammunition
- ✓ Exercises supervision, discipline, control and administration over its security guards
- ✓ Has an existing security plan utilized by its guards
- ✓ Provides regular security training or orientations to its guards

3. TIMELINE/SCHEDULE OF DELIVERY

The selected security agency will ensure and deliver the services of two (2) security guards who meet the qualifications as stated in the item no. 1 of the General Conditions.

The security guards shall render a twelve (12) hour rotational service to the DILG-XII for a total service of twenty-four (24) hours a day, seven (7) days a week, including holidays.

The agency shall ensure that a replacement guard be deployed immediately in case of changes or modifications to the rotational duty of its assigned guards.

4. DURATION OF CONTRACT

The DILG XII shall enter into a contract with the security agency which will submit the lowest calculated and responsive offer. The contract for the two-guards shall cover the month of January 1 until December 31, 2019.

The DILG Region XII, imbued with integrity, competence and professionalism, and living up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPADDOSE).



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

"Matino, Mahusay at Maaasahan"

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

5. TERMS OF PAYMENT

For and in consideration of the services rendered by the selected security agency, DILG XII shall pay the contract amount every 15th and 30th day of the month.

6. OTHER CONDITIONS

Mode of payment to the winning security agency shall be made via Landbank's Advice to Debit Account (ADA). If supplier is nonholder of a Landbank Account, ADA may be made to other participating banks **provided** that the winner shall bear the bank charges deducted from such transaction.

All proposals/quotations shall be considered as **fixed prices** and **not subject to price escalation** during contract implementation except in compliance to existing labor laws, social legislation or wage orders issued by appropriate and competent government agencies.

For further inquiries or clarifications, you may contact **Ms. Katherine M. Llano** or **Ms. Merriam D. Sarmiento** at telephone numbers **(083)228-7960, (083) 228-7959** or email address at **dilg_ro12@yahoo.com**.

The DILG-XII reserves the right to reject any or all Proposals/Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Proposals/Quotations/Bids at any time prior to contract award, without thereby incurring liability to the affected bidder/s, and to accept only the offer that is most advantageous for the Government.

The DILG-XII assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Proposal/Quotation/Bid.

Approved by:

RILIMIN H. SANDOVAL
 Chairperson, DILG XII BAC

21 December 2018

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPADDOSE).



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

"Matino, Mahusay at Masasahan"

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506

Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

Please quote your best offers for the item(s) below. **The information stated below shall be the basis for the evaluation and calculation of your quotation.**

Summary of Approved Budget	
Procurement Project	Total ABC
Procurement of Security Services for the DILG Regional Office XII (January 1, 2019 to December 31, 2019)	Php 384,000.00

Offered Quotation			
Item	A Offered Rate (Php) per month	B Number of Guards	Subtotal
Security Services covering the period from January 1, 2019 - December 31, 2019		2	
TOTAL OFFERED QUOTATION			

Signature over Printed Name

Telephone or Mobile Number

Email Address

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPADDOSE).



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

"Matino, Mahusay at Maasahan"

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506

Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg.ro12@yahoo.com • Website: region12.dilg.gov.ph
ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

Terms and Conditions

1. Any modifications in the item/s listed above during contract implementation must be approved by DILG-XII. The rate of each item/s shall not exceed the amount equal to the said item's published rate as of the date of return of this RFQ; **provided**, that the resulting total cost of item/s shall not exceed the total offered quotation for the same as contained in this RFQ.
2. Bidders shall provide correct and accurate information as required in this form.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the proprietor or any of your duly authorized representative/s.
8. The service/s shall be rendered within ten (10) calendar days from receipt of purchase order.
9. The DILG-XII shall prefer Landbank's Advice to Debit Account (ADA) as mode of payment. If winning supplier has no account in Landbank, ADA may be made to other participating banks **provided** that any transaction fees or charges deducted from such payment shall be borne by the supplier.
10. Liquidated damages equivalent to one tenth of one percent (0.01%) of the value of the services not rendered within the prescribed period shall be imposed per day of delay. The DILG-XII 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.

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (I.U.P.A.D.D.O.S.E).