

		Republic of the Philippines <b>DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT</b> Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506			Document Code <b>FM-QP-DILG-AS-RO-10-07</b>		
Rev. No. 00		Eff. Date 06.15.21		Page page _ of 4			
<b>MODE OF PROCUREMENT:</b>		<b>NP-53.9 - Small Value Procurement</b>		RFQ No. :	SVP 2021-01-001		
Name of Procuring Entity:		DILG REGION XII		Date:	13 January 2022		
Office/End User:		FAD-GSS					
Company Name (TO BE FILLED OUT BY SUPPLIER):							
Address (TO BE FILLED OUT BY SUPPLIER):							
<b>*PhilGEPS Registration No. (TO BE FILLED OUT BY SUPPLIER)</b>							
Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this office duly signed:							
<b>TERMS AND CONDITIONS:</b>							
1. Bidders shall provide correct and accurate information required in this form. 2. Bidders may quote for any or all items. 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 (ABC) shall be rejected. 5. Award of contract shall be made to the lowest quotation (for goods) 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 the supplier or its authorized representative(s). 7. The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications. 8. 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 DILG shall rescind the contract once the cumulative amount of liquidated damages reaches ten (10) percent of the amount of the contract, without prejudice to other courses of action and remedies open to it. 9. Price quotation(s) must be valid for a period of 60 calendar days from the date of submission.				
<b>APPROVED BUDGET FOR THE CONTRACT (ABC):</b> <b>PHP 534,000.00</b>			<b>LAILYN A. ORTIZ, CESO V</b> Assistant Regional Director/RBAC Chairperson				
ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT PRICE	TOTAL PRICE	COMPLIANCE WITH TECHNICAL SPECIFICATIONS (PLEASE CHECK)		REMARKS
					YES	NO	
1	Procurement of Security Services intended for the DILG Regional Office XII covering the period from January 1, 2022 to December 31, 2022	3	Security Guards		[ ]	[ ]	
	Period Covered: January 1, 2022 to December 31, 2022				[ ]	[ ]	
	Number of Security Guard: 3				[ ]	[ ]	
	Time Rendered: 8hr shift per day				[ ]	[ ]	
	<b>GENERAL CONDITIONS:</b>						
	<b>1. GUARD QUALIFICATIONS</b>						
	- 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, PDEA and other government offices issuing clearances for employment;				[ ]	[ ]	
	- With at considerable experience (atleast 5 years) in guarding a government office.				[ ]	[ ]	
	- Knowledgeable in preparing regular security reports.				[ ]	[ ]	
	<b>2. AGENCY QUALIFICATIONS</b>						
	- 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 on the spot replacement of Security Guard;				[ ]	[ ]	
	- With sufficient licensed firearms (revolver and shotgun) and ammunition;				[ ]	[ ]	
	- Exercise supervision, discipline, control and administration;				[ ]	[ ]	
	- Has an existing security plan utilized by its guards.				[ ]	[ ]	
	- Provides regular security training or orientations to its guards.				[ ]	[ ]	
	<b>3. TIMELINE / SCHEDULE OF DELIVERY</b>						
	- The winning Manpower Agency shall ensure and deliver the services of three (3) Security Guards who meet the minimum qualifications as stated in item 1 of the General Conditions.				[ ]	[ ]	

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- The three (3) Security Guards shall render an eight (8) hour rotational service for a total of twenty-four (24) hours a day, seven (7) days a week to the DILG-XII from Mondays to Fridays, including non-working holidays, Saturdays and Sundays as need arises.					[ ] [ ]
- The agency shall ensure that a replacement Security Guard be deployed immediately in case of changes or modifications to the rotational duty of its assigned guard.					[ ] [ ]
<b>4. DURATION OF CONTRACT</b>					[ ] [ ]
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 three (3) Security Guards shall cover the month of January 1, 2022 to December 31, 2022.					[ ] [ ]
<b>5. TERMS OF PAYMENT</b>					
For and in consideration of the services rendered by the winning Manpower Agency, the DILG-XII shall pay the contract amount every month.					[ ] [ ]
<b>6. OTHER CONDITIONS</b>					
- Mode of payment to the winning Manpower Agency shall be made via Landbank's Advice to Debit Account (ADA). If the supplier is a non-holder of Landbank Account, ADA shall be made to other participating banks provided that the winning supplier shall bear the bank charges deducted from such transaction.					[ ] [ ]
- All proposals/quotations shall be considered 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 Mr. Mek Eros A. Barbecho at telephone number (083) 228-7960 or email address at dilgro12rbacsecretariat@gmail.com					[ ] [ ]

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<b>PHP 534,000.00</b>			Assistant Regional Director/RBAC Chairperson		
- 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 hereby incurring liability to the affected bidder/s, and to accept only the offer that is most advantageous to 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.					[ ] [ ]
<b>OFFERED RATE PROPOSAL:</b>			Php _____		
***** NOTHING FOLLOWS *****					
<b>Note:</b>					
<b>*In order to be eligible for this procurement, suppliers/service providers must submit together with the quotation/proposal the following eligibility requirements:</b>					
Annual Income Tax Return (ITR) FY. 2021 (for those who do not have Business Permit for FY 2022 yet)					[ ] [ ]
Certificate of Business Name Registration from DTI (Updated)					[ ] [ ]
Tax Clearance Certificate from BIR (Updated)					[ ] [ ]
Business/ Payor's Permit (Updated)					[ ] [ ]
Accomplished and Notarized Omnibus Sworn Statement					[ ] [ ]
Certificate of PhilGEPS Registration					[ ] [ ]
<b>IMPORTANT:</b> Please submit your quotation/s in SEALED ENVELOPE/S on or before <i>Jan. 21, 2022</i> at exactly <i>10:00 AM</i> at the DILG Regional Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City					
Warranty		Price Validity			
After having carefully read and accepted your General Conditions, I/WE quote on the item(s) at prices noted above.					
_____					
Printed Name/Signature/Date					
_____					
Tel. No./Cellphone No.					