



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

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR PROPOSAL/QUOTATION**

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 January 19, 2018 (Friday):

- NAME OF PROJECT** : Procurement of Security Services for the DILG Regional Office XII (February 1 to December 31, 2017)
- LOCATION / AREA OF DELIVERY** : DILG XII Regional Office, Prime Regional Government Center, Carpenter Hill, Koronadal City
- APPROVED BUDGET** : Three Hundred Nineteen Thousand Pesos (Php319,000.00)

**TERMS OF REFERENCE:**

The prospective bidder shall bid for the corresponding item:

Item/Lot	Number of Guards	Cost Estimate/Month	Total Cost
Provision of Security Services covering February 1- December 31, 2017	2 guards @ 12hr shifts per day	Php14,500.00/guard	Php319,000.00

*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. (LUPAD DUSE).*



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**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 February 1 until December 31, 2018.

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**6. OTHER CONDITIONS**

Mode of payment to the winning janitorial 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)228-7959, (083) 228-7960 or email address at [dilg\\_ro12@yahoo.com](mailto: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.

**RILIM H. SANDOVAL**  
Chairperson, DILG XII BAC

16 January 2018

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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 covering the period of February 1 to December 31, 2017.	Php 319,000.00

Offered Quotation			
Item	A Offered Rate (Php) per month	B Number of Guards	Subtotal
Provision of Two(2) Security Guards rendering 12 hour shifts/day		2	
<b>TOTAL OFFERED QUOTATION</b>			

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 Telephone or Mobile Number

\_\_\_\_\_  
 Email Address

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