



Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY
 Digos City



**ELIGIBILITY, TECHNICAL AND DOCUMENTARY REQUIREMENTS
 FOR THE PROCUREMENT OF SECURITY SERVICES**

NAME OF BIDDER: _____

Please submit the following required documents together with the Request for Quotation (RFQ):
ELIGIBILITY REQUIREMENTS:

Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the BDS;
Valid and current Mayor’s permit issued by the city or municipality where the principal place of business of the prospective bidder is located;

TECHNICAL DOCUMENTS

Stability
a. Years of Experience
b. Liquidity of the Contractor (or NFCC)
c. Organizational Set-up
Resources
a. Number of Licensed Firearms
b. Number and Kind of Communication Devices
c. Number and Kind of Motor Powered Vehicles
d. Number of Licensed Guards
Security Plan
a. Detailed measures and innovations to be undertaken to ensure that entry and exits of personnel are monitored, loss of equipment and valuables are avoided, and threat to property and personnel are secured
b. For bomb threat, fire, robbery, hostage situation & natural calamities
c. VIP protocol, etc.
Other Factors
a. Recruitment and Selection Criteria
b. Completeness of Uniforms and Other Paraphernalia

Documentary Requirements:

Tax clearance per Executive Order 398, series of 2005;
Latest income and business tax return per Revenue Regulation 3-2005 in either of the following forms:
a. Printed copies of the electronically filed Income Tax and Business Tax Returns with a copy of their respective Payment Confirmation Forms for the immediately preceding calendar/tax year from the authorized agent bank; or
b. Copies of manually filed Income Tax and Business Tax Returns stamped "received" by the BIR for the immediately preceding calendar/tax year with copies of their respective Official Receipt(s) of payment(s).
Valid Certificate of PhilGEPS Registration (Platinum)
Other appropriate licenses and permits as stated in BDS 28.2 as follows:
a. BIR Registration Certification, which contains the Taxpayer's Identification Number
b. DOLE Registration Certificate
c. PADPAO Registration Certificate
d. If the bidder is not from Region XI, he/she must secure Region XI PADPAO membership; and License to Operate (LTO) from PNP Camp Crame