



REQUEST FOR QUOTATION

Company Name _____
 Address _____
 Contact No. _____
 TIN No. _____

RFQ No. **23-10-119**
 Date: **October 20, 2023**
 Date and Time of Opening: **October 27, 2023, 9:30 AM**

Please quote your lowest price on the item/s listed below, subject to the General Conditions, stating the shortest time of delivery and submit your quotation duly signed by your representative.

BEVERLY S. DAUGDAUG, EdD
 BAC CHAIRMAN

NOTE:

1. ALL ENTRIES MUST BE LEGIBLY WRITTEN.
2. DELIVERY PERIOD MUST BE WITHIN 10 DAYS UPON RECEIPT OF PURCHASE ORDER.
3. PRICE VALIDITY MUST BE WITHIN THIRTY (30) DAYS.
4. PAYMENT TERM: WITHIN 30 DAYS
5. INDICATE PRICES PER ITEM AND TOTAL AMOUNT
6. BIDDERS MUST SUBMIT CERTIFIED PHOTOCOPY OF THE FOLLOWING

REQUIRED DOCUMENTS TOGETHER WITH THE RFQ:

- a) Mayor's/Business Permit
- b) PhilGEPS Registration
- c) Income/Business Tax Return
- d) Omnibus Sworn Statement (ORIGINAL)
- e) Bank Account Number (Photocopy of any Proof of Bank Account)

NOTE: For CY 2023, bidders shall submit these documents to DepEd Digos City Division only ONCE.

7. Approved Budget: **P 950,400.00**

(FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR BID PROPOSAL)

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
Lot 1	Procurement of Security Services for DepEd - Schools Division of Digos City for CY 2024	pax	4		
	Specifications:				
	Four (4) Licensed Security Guards				
	From January 1, 2024-December 31, 2024 or 12 months				
	Guard Schedule of Duty at SDO's Security Guard				
	8:00AM - 4:00PM - One (1) Guard				
	4:00PM - 12:00MN - One (1) Guard				
	12:00MN - 8:00AM - One (1) Guard				
	Guard Schedule of Duty at COA's Security Guard				
	12:00MN-8:00AM - One (1) Guard				
	Additional Documents to be submitted:				
	A. Duly Signed Documents on Technical Parameters for Security Services:				
	1. Stability				
	1.1 . Years of Experience				
	1.2. Organization Set-Up				
	2. Resources				
	2.1 Number of Licensed Firearms				
	2.2 Number and Kind of Communication Devices				
	2.3 Number and Kind of Motor-Powered Vehicles				
	2.4 Number of Licensed Guards				
	3. Security Plan				
	3.1 Detailed measured 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				
	3.2 For Bomb Threat, Fire, robbery, hostage situation & natural calamities				
	3.3 VIP Protocols, etc.				
	B. Guard Schedule				
	C. Scope of Work				
	D. Other Appropriate Licenses and permits as required:				
	1. BIR Registration Certificate (BIR Form 2303), which contains the Taxpayer's Identification Number				
	2. DOLE Registration Certificate				
	3. PADPAO Registration Certificate				
	4. If bidder is not from Region XI, it must secure Region XI PADPAO membership; and License to Operate (LTO) from PNP Cam Crame				
	****Nothing Follows****				
	SUBJECT TO WITHHOLDING TAX				

After having carefully read and accepted your General Conditions, I/We quote you on the item/s at prices noted above.

Canvassed by:

DOMINADOR ESPACIO / DIANA GRACE V. AMIGO / JOEL E. ESTOMO / RAE S. TAGULAO

Date

Company Name

Telephone/Cellphone Number

Printed Name/Signature of Authorized Representative

Date: _____