



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

REQUEST FOR QUOTATION

RFQ: No. 25-11-182
Date: December 12, 2025

The **Department of Education, Schools Division of Digos City**, through its Bids and Awards Committee (BAC), intends to invite eligible bidders for the "**Procurement of Security Services for the DepEd - Schools Division of Digos City (Early Procurement Activity)**" with an Approved Budget for the Contract (ABC) of **Fifty Five Thousand Pesos Only (P55,000.00)** through **NP-53.9 - Small Value Procurement** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A and B (Terms and Conditions)** provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than December 18, 2025, 10:00 AM** at the DepEd Schools Division Office-Digos City, Roxas cor. Lopez Jaena Street, Zone II, Digos City, Davao del Sur. **Quotations** may also be submitted through facsimile or email at the address and contact numbers indicated below.

A copy of your **2025 Business/Mayor's Permit, Income / Business Tax Return** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. **A valid and updated Certificate of PhilGEPS Registration (Platinum Membership) (all pages)** may be submitted in lieu of the Mayor's/Business Permit.

The Supplier/Service Provider with the Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement (GPPB-prescribed forms)** within a non-extendible period of five (5) calendar days from the receipt of the notice from the Bids and Awards Committee that it submitted the Single/Lowest Calculated Calculation.¹

For any clarification, you may contact the BAC Secretariat at **(082)-553-8396**, or send email to bac.digoscity@deped.gov.ph


MARIA GENEVIEVE T. FRANCISQUETE, Ed.D.
Chairperson, Bids and Awards Committee

¹ Failure to submit the required documents on time, or finding against the veracity thereof, shall disqualify the supplier/service provider for award. In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.

Name of Company: **HOTEL DE CRISBELLE**
 Address: San Jose, Digos City
 Name of Store/Shop: _____
 Address: _____
 Contact No.: (082) 553-5970 / 0938 298 7504
 TIN No.: 142-570-345-002
 PhilGEPS
 Registration Number: _____

RFQ No.: **25-11-182**Date: **December 12, 2025**
 Date and Time of Opening: **December 18, 2025, 10:00 AM**
INSTRUCTIONS:

- (1) Accomplish this Request for Quotation (RFQ) correctly and accurately.
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the mandatory provisions.
- If a different form is used other than the RFQ, the quotation shall contain all the mandatory provisions, including manifestation of the agreement with the Terms and Conditions below.
 - In case a prospective supplier or service provider submits a filled-out RFQ with a supporting document (i.e., price quotation in a different format), both documents shall be considered unless there is any discrepancy. In this case, provisions in the RFQ shall prevail.
- (3) Do not alter the contents of this form in any way.
- (4) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (5) Failure to follow these instructions will disqualify your entire quotation.

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

TECHNICAL SPECIFICATIONS

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.
2. Bidders must state "**Comply**" or any equivalent term in the column "**Bidder's Statement of Compliance**" against each of the individual parameters of each Specification.

Item	Description	Total Quantity	Unit	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
Lot 1	Procurement of Security Services for the DepEd - Schools Division of Digos City (Early Procurement Activity)					
	Security Services for the DepEd - Schools Division of Digos City	3	head			
	Specifications: Three (3) Licensed Security Guards From January 1, 2026 - December 31, 2026 Detailed Technical Specifications: Annex "A"					

* The above-quoted prices are inclusive of all costs and applicable taxes

SCHEDULE OF REQUIREMENTS

Item	Description	Delivery Schedule	Bidder's Statement of Compliance
Lot 1	Procurement of Security Services for the DepEd - Schools Division of Digos City (Early Procurement Activity)	From January 1, 2026 - December 31, 2026	

FINANCIAL OFFER

Approved Budget for the Contract	Total Offered Quotation
Nine Hundred Forty Six Thousand Eight Hundred Pesos Only PHP 946,800.00	In words: _____ In figures: _____

PAYMENT DETAILS

Payment Terms:	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
Banking Institution:	
Account Number:	
Account Name:	
Branch:	

CONFORME: (Annex "A")

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

TERMS AND CONDITIONS

1. Bidders shall provide the correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation and/or until the implementation of the program.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeded the Approved Budget for the Contract shall be rejected.
5. Bidders must have a physical store with readily available supplies in case in need of post-qualification evaluation.
6. Products covered by the Bureau of Philippine Standards' (BPS) mandatory product certification schemes, whether locally manufactured or imported, are required to bear the Philippine Standard (PS) mark or Import Commodity Clearance (ICC).
7. Award of the contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
8. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
10. The Department of Education - Schools Division of Digos City shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
11. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DepEd - Digos City Division shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2016.
12. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be charged to the contractor's account.
13. Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
14. 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 DepEd - Digos City Division **may** 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.

Canvassed by:

Signature over Printed Name

Date

CONFORME: (Annex "B")

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

Annex “A”

Detailed Technical Specification

Technical Parameters for Security Services

a. Provision of Security Guards, Including the Submission of Security Plan

A. Qualification of the Security Agency:

1. Stability

- 1.1. Years of Experience – At least five (3) years in the security business
- 1.2. Organizational Set-up - in accordance with RA No. 5487 and its Implementing Rules and Regulations
- 1.3. With valid License to Operate from the Philippine National Police (PNP) – Supervisory Office for Security and Investigation Agencies
- 1.4. Must be a member of the Philippines Association of Detective and Protective Agency Operators (PADPAO)
- 1.5. With Certificate of Registration in Accordance with Department of Labor and Employment Department Order No. 18-A, s. 2011

2. Resources

- 2.1. Number of Licensed Firearms, Equipment and Supplies
- 2.2. Number and Kind of Communication Devices
- 2.3. Number of Licensed Guards – With at least fifteen (15) security guards that are organic to the Contractor

B. The Contractor shall provide three (3) qualified, bonded, uniformed, highly-trained security guards, including of one (1) Security Supervisor who must meet the following requirements:

- a. With at least three (3) years of experience in Security Services;
- b. Must have completed a private security training from a government or duly registered and accredited private training institution/s;
- c. With valid license to exercise Private Security Profession;
- d. Of good moral character and must not have violated any rules and regulations under RA No. 5487 and its Implementing Rules and Regulations (IRR); and
- e. Fit to work, as evidenced by a medical certificate issued within the last two (2) months (specify that the security guard is fit to work)

C. The Contractor shall ensure that security guards perform the security services in accordance with the Security Plan to be

submitted by the Contractor as part of the technical documents, considering the following:

- i. Security of Human Resources
- ii. Security for Physical Resources
- iii. Contingency Plan for Various Risks
- iv. Other related security concerns

b. Provision of Uniform, Security Equipment, and Paraphernalia

- a. The Contractor shall ensure that the security guards assigned to the DepEd – Schools Division of Digos City shall observe proper Philippine National Police Supervisory Office for Security and Investigation Agencies-prescribed uniforms.
- b. The Contractor shall provide the following security equipment and paraphernalia, which are brand new or in good condition:

Item	Description	Quantity
1	At least one (1) set of prescribed uniforms	3 sets
2	Nightstick/baton	
3	Whistle	
4	Flashlight	
5	First-Aid Kit	
6	Handcuffs	
7	Service Firearms - With necessary license - Security guards who shall be handling the firearms must have prior training	One (1) for the three (3) security guards or as required
8	Traffic Vest and Gloves	1
9	Raincoat, rainboots, and umbrella	1

c. Service Standards and Conditions

Deployed security guards shall be professional and courteous at all times. The expected service standards and conditions are as follows:

- a. Security guards shall at all times ensure the security of DepEd – SDO Digos City Officials and employees, physical resources, and respond to all other security related concerns in accordance with the approved Security Plan.
- b. The Contractor shall recommend the enforcement of policies, rules and regulations of the DepEd – SDO Digos City and, upon the approval of the Schools Division Superintendent or its authorized representative, implement them in order to maintain peace and order within the DepEd – SDO Digos City premises.
- c. Whenever required by the Schools Division Superintendent or the Administrative Section, or if deemed necessary by the Supervisor, the Contractor shall investigate any security breach within the DepEd – SDO Digos City premises, including the commission of

any crime, and submit a report to the Schools Division Superintendent through the Administrative Section.

- d. The Contractor shall assume full responsibility and undertake to reimburse the DepEd – SDO Digos City for losses, damages, and injuries caused to the DepEd – SDO Digos City properties and personnel, which the contractor is bound to secure and protect.
- e. The Contractor warrants to make available, at all times, relievers and/or replacements to ensure continuous and uninterrupted services in case of absences, and shall execute the necessary supervision over the work of its personnel.

d. General Conditions

- a. The DepEd – SDO Digos City has the right to effect changes in the assignment/deployment of the security guards at any time during the contract period through a written notice to the Contractor. Likewise, the DepEd – SDO Digos City may increase or decrease the number of security guards as may be necessary. In such an event, any corresponding adjustment in the cost shall not exceed the contract price.
- b. The Contractor shall not reshuffle personnel without the prior clearance/approval of the Administrative Section of DepEd – SDO Digos City which hereby reserves the right to reject any proposal to reassign personnel if such reassignment is found to pose an imminent danger or prejudice to the service. It is however understood that on matters of disciplinary action toward the personnel of the Contractor, the Administrative Section shall cooperate with the Contractor or vice versa by means of mutual consultation.
- c. The Contractor shall always make available relievers and/or replacements to ensure continuous and uninterrupted services.
- d. The Contractor agrees that the DepEd – SDO Digos City, through the Administrative Section, reserves the right to screen and accept or deny the deployment of any personnel recommended by the Contractor.
- e. The Contractor shall pay its personnel not less than the minimum wage and other benefits mandated by the laws, rules and regulations. The Contractor shall provide the security guards their monthly pay slip containing the necessary information on it. The Contractor shall comply with the laws governing labor standards and employee's compensation. A certificate for this purpose shall be required from the Contractor.
- f. The Contractor shall provide the personnel with appropriate uniforms, protective gear and ensure that they shall observe proper personal hygiene and always appear neat and clean.

- g. The Contractor shall have at least one (1) reliever for the DepEd – SDO Digos City available at any time to take over in case of absence of security personnel at no extra cost to the DepEd – SDO Digos City. No trainees shall be allowed as a reliever even if they are allowed and identified as such.
- h. The Contractor shall ensure the confidentiality of information.

e. Payment Terms

- a. The Contractor shall submit, along with the monthly billing statement, a certified true copy of duly accomplished payroll sheet, receipts, prescribed reports stamped received by SSS, Pag-IBIG, PhilHealth, and ECC as proof of remittances of employer's and employee's contributions for SSS, PhilHealth and Pag-IBIG premiums of the security guards assigned to the DepEd – SDO Digos City only and the monthly security reports as prescribed in the approved Security Plan. A certificate that the contractor complies with the laws governing labor standards shall also be submitted.
- b. The Contractor in the performance of its services shall secure, maintain at its own expense all registration, licenses or permits required by law, and shall comply with all pertinent rules and regulations. The Contractor's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules and practices.

f. Performance Review and Assessment

- a. The Contractor shall maintain a satisfactory level of performance throughout the Contract period based on the following set of performance criteria:

	Performance Criteria	Weight
I	Conformity to Technical Requirements	(25)
II	Timeliness in the Delivery of Services	(25)
III	Behavior of Personnel (Courteous, Professional and Knowledgeable)	(20)
IV	Response to Complaints	(20)
V	Compliance with set office policies for such services	(10)
Performance Ration Passing Rate: 80 points		

- b. The Administrative Section shall conduct a periodic review using the above-cited criteria to ensure compliance with the technical specifications, as well as with the other terms and conditions

imposed by the DepEd – SDO Digos City during the contract period.

- c. Further, the AD shall conduct a mid-term assessment or evaluation of the Contractor. Based on its assessment, the DepEd – SDO Digos City may pre-terminate the contract for failure of the Contractor to perform its obligations thereon following the procedures prescribed under the Guidelines on Termination of Contracts issued by the Government Procurement Policy Board under Annex “I” of the Revised IRR of RA 9184.

CY 2026 SECURITY SERVICES		
Proposed Deployment Schedule		
DepEd – SDO Digos City Buildings / Presmises	Number of Guard	Tour of Duty
Main Entrance	1	8:00AM – 4:00PM
	1	4:00PM – 12:00MN
	1	12:00MN – 8:00AM