

Date: March 22, 2024

GENTLEMEN:

REQUEST FOR QUOTATION

Kindly quote to us your latest price(s) on the following item(s):

QTY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE										
1 (One)	Lot	PROJECT NAME : SECURITY SERVICES FOR CY 2024											
		<p>I. BRIEF BACKGROUND :</p> <p>The Department of Tourism-National Capital Region (DOT-NCR) is the primary planning, programming, coordinating, implementing and regulatory government agency in the development and promotion of the tourism industry, both domestic and international, in coordination with attached agencies and other government instrumentalities. It shall instill in the Filipino the industry's fundamental importance in the generation of employment, investment and foreign exchange.</p> <p>In support of its day-to-day operations, the DOT-NCR-NCR is inviting interested, qualified and reputable security service agencies to bid for the provision of security services to the Department.</p>											
		<p>II. OBJECTIVE:</p> <p>To award a contract to a reputable security agency that can protect the Department of Tourism - NCR Office and its workforce against theft, pilferage, robbery, damage or loss, malicious mischief, trespass and unlawful entry through force, intimidation, threat, strategy or stealth, assault, arson, or other unlawful destructive acts.</p>											
		<p>III. REQUIREMENTS</p>											
		<p>A. Qualifications of Bidder:</p> <ol style="list-style-type: none"> 1. The Service Provider shall be a wholly-owned Filipino private security agency and holder of a regular license to operate issued by the Philippine National Police-Security Agencies and Group Supervision Division (PNP-SAGSD); 2. The Service Provider must be engaged/experienced in providing security services for at least ten (10) years; 3. The Service Provider must be a member of the Philippine Association of Detective and Protective Agency Operators (PADPAO), Inc.; 4. The Service Provider must submit a Certificate of Satisfactory Performance from at least three (3) completed contracts from a government or a private corporation for the last three (3) years; 5. The Service Provider must be compliant with the PADPAO rates in determining its financial proposal; 6. The Service Provider must have a financial capability to advance the compensation (e.g. wages, overtime, additional benefits) of security personnel in relation to their assignment with DOT-NCR-NCR for at least three (3) months; 7. The Service Provider shall assume responsibility with regard to compliance with the New Labor Code, the Social Security Act and other laws pertaining to the employer-employee relationship, therefore, a copy of an updated proof of payment or receipts of payment (<i>last 6 months from the date of bid submission</i>) for the SSS, Philhealth, Pag-Ibig must be submitted as post-qualification documents; 8. Should there be any wage or mandated benefits (i.e., SSS, Pag-IBIG and PHILHEALTH) increase in favor of the assigned service personnel subsequent to the execution of contract pursuant to a law, executive order, decree or wage order, the Service Provider must inform the DOT-NCR in writing of the mandated increase to allow the latter to undertake the appropriate measures to address the same before its implementation; 9. The Service Provider must be capable of deploying two (2) trained, equipped and qualified security personnel that can render twelve (12) hours of security service per shift daily, including Saturdays, Sundays and holidays to guard and protect the DOT-NCR's properties, premises, personnel and clients around and within the DOT-NCR premises. 10. The Posting Assignment shall be as follows: <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th rowspan="2" style="width: 15%;">No. of Guards</th> <th rowspan="2" style="width: 35%;">Post</th> <th colspan="2" style="width: 50%;">Duty Shift (12-hrs)</th> </tr> <tr> <th style="width: 25%;">Day Shift</th> <th style="width: 25%;">Night Shift</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">Main Entrance Lobby</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> </tbody> </table> <ol style="list-style-type: none"> 11. The Service Provider shall provide the Basic Equipment of a security guard which shall be mandatory and ready for his/her use while performing his/her duties; 	No. of Guards	Post	Duty Shift (12-hrs)		Day Shift	Night Shift	2	Main Entrance Lobby	1	1	
No. of Guards	Post	Duty Shift (12-hrs)											
		Day Shift	Night Shift										
2	Main Entrance Lobby	1	1										

11.1 Equipment Requirements:

Equipment	Unit/Piece
Licensed/registered Service Firearms - 9mm/38 caliber	2
Nightstick/Baton	2
Flashlight (with supply of bulbs and batteries)	2
Whistle	2
First-Aid Kit (with clinical advice for contents of kit)	2
Handcuffs	2
Tear gas	2

11.2. Prescribed Security Personnel Uniform, Supplies and Materials:

- ✓ Security Personnel must wear the prescribed Basic Uniform (Type A and Barong) while performing his/her duties;
 - ✓ Provision of at least One (1) Desktop Computer and one (1) Printer (3-in-1) for the use of Security Personnel;
 - ✓ Office Supplies (e.g. logbook, bond paper, ball pen, envelopes, letter envelopes, folders, stapler, etc.);
 - ✓ At least 2-pieces reflectorized vest;
 - ✓ At least 2-sets of hand-held stop sign (for guards to man traffic at vehicle entrance and exit);
 - ✓ At least 2-pieces of Golf Umbrella;
 - ✓ At least 2-pairs of Rubber Boots;
 - ✓ At least 2-sets of Raincoat; and
 - ✓ Regular provision/supply of Alcohol and Face Mask to all Security Guard Personnel while on-duty.
12. The Service Provider must submit a copy of certification that their security personnel, including the Detachment Commander/Assistant Detachment Commander, have completed the following trainings for the last 2-years:
- Use and care of fire extinguishers;
 - Role and function of security personnel and patrolling procedures;
 - Access control procedures, Radio and Telephone procedures;
 - Emergency procedures (bomb threats, evacuation, fire, medical, demonstrations, unruly behavior, etc.);
 - Basic First Aid;
 - Incident reporting procedures; and
 - Safe Gun Handling Rules
13. The Service Provider must submit a copy of its Operations Manual on the provision of security services to the client.
14. The Service Provider should submit the required trainings and certifications of the security personnel to be deployed at the DOT-NCR-NCR prior to their deployment.
15. The aforementioned requirements and certification must be submitted during post qualification.

B. Security Personnel Requirement/ Qualifications

1. Security Guards

- ✓ Good moral character and reputation, and without any criminal, police or derogatory record;
- ✓ Physically and mentally fit;
- ✓ At least five feet and five inches (5'5") in height for male; female security guards, at least five feet and two inches (5'2") tall;
- ✓ Should be at least high school graduate;
- ✓ Certified Security Professionals;
- ✓ At least two (2) years of security job experience;
- ✓ Duly licensed and trained as a professional security guard and must possess clearance from the NBI, PNP, and from the Court and Prosecutors Office;
- ✓ Must have passed a drug test, neuro-psychiatric and psychological examination and evaluation at least six (6) month prior to assumption of duty;
- ✓ In possession of such other qualifications as required by the provision of R.A. No. 5487 or The Private Security Agency Law.

C. Duties/Responsibilities

1. Security Agency

- 1.1. The Security Agency shall protect the DOT-NCR and the properties and assets against theft, pilferage, robbery, damage, or loss, malicious mischief, trespass, assault, arson, or other unlawful and destructive acts by strangers or third persons, as well as to provide general security to the DOT-NCR officers, employees and clients, while they are within the premises and its immediate vicinity, or outside of the premises, when requested by DOT-NCR, when there are threats, intimidation or acts of harassment or terrorism made upon the persons of the employees arising from the exercise of their official duties and responsibilities;
- 1.2. The Security Agency may reshuffle, reassign, suspend, lay off, terminate and/or impose disciplinary measures, direct and control the services and determine the wages, salaries and compensation of the security guards who are assigned to DOT-NCR, provided that the reshuffle, reassignment, suspension, lay off, termination and/or disciplinary measures imposed shall not affect the performance or obligations of the Agency in the day-to-day operation of the DOT-NCR. Likewise, the Security Agency must first inform the DOT-NCR in writing of such action at least one week prior thereto;
- 1.3. The Security Agency shall periodically submit the following statements/reports:
 - a. A monthly statement signed by the agency's duly authorized representative that it has paid all wages, salaries, compensation, contribution and other benefits due to the assigned security guards, together with proof of remittances and/or payments and that such remittances and payments were all made in accordance with the law; and
 - b. A copy of the duly-accomplished forms signed by the agency's representative of the quarterly SSS remittance together with the corresponding proof of payment.
- 1.4. The Security Agency shall ensure that the security guards to be deployed/posted in the DOT-NCR are properly equipped with a firearm, in proper uniform, with valid and current security license and has a covering Duty Detail Order (DDO). Likewise, the Security Agency is also responsible for replenishment and maintenance of the equipment and supplies provided;
- 1.5. The Security Agency's security personnel shall ensure that the security needs of the DOT-NCR, as well as the security needs of their respective properties, officers, personnel and guests, are being properly and adequately serviced;
- 1.6. The Security Agency shall be responsible and liable for any loss or damage to property resulting from any act, omission, negligence or fault of the security guard. The Security Agency shall restore, indemnify or pay the DOT-NCR for such loss or damage;
- 1.7. The Security Agency shall provide/present security plan or communication plan to ensure successful management of the contract;
- 1.8. The Security Agency must be able to provide replacement guards even on short notice;
- 1.9. The Security Agency may allow his/her security personnel assigned to attend seminars as required by the DOT-NCR relative to the quality of service to be rendered;
- 1.10. The Security Agency shall ensure that the equipment and materials of the security guards to be deployed/posted in the DOT-NCR premises are not expired of their effectiveness.

2. Detachment Commander/Assistant Detachment Commander

- 2.1. The Detachment Commander shall be held responsible for the strict compliance and implementation of the DOT-NCR Security Rules and Regulations;
- 2.2. The Detachment Commander shall be accountable for all instructions/communications which may be relayed by the DOT-NCR or its authorized representatives for proper action;
- 2.3. The Detachment Commander shall weekly submit the daily attendance and summary of the monitoring report in which the agency has rendered security services;
- 2.4. The Detachment Commander shall have the command responsibility over all fielded security guards and shall be in charge of the preparation of a security program. Any violation by the Detachment Commander of the DOT-NCR Security Rules and Regulations, which provide for his duties and responsibilities, or instructions of DOT-NCR, shall be a ground for his replacement and disqualification from the post; and
- 2.5. The Detachment Commander shall attend meetings conducted by the DOT-NCR Emergency Response Team (ERT) and shall instruct his security guards to participate in the activities conducted by the ERT.

3. Security Guard (Security Personnel)

He/she shall perform the functions listed below on 24-7 basis listed, such but not limited to the following):

- 3.1. Control all the entry/exit points and ensure adequate security of the DOT-NCR's premises as per issued policies and procedures. No visitors are allowed to access the building from the rear service access or emergency access;
- 3.2. Ensure that all visitors are properly screened and registered and when required issue with adequate building passes, (visitors, contractors, etc.);

		<p>3.3. Ensure that routine patrols are conducted within the DOT-NCR premises and they are properly documented;</p> <p>3.4. Log/record all movements of equipment in/out of the DOT-NCR Agency premises;</p> <p>3.5. Ensure that All DOT-NCR equipment and/or properties to be used outside of the DOT-NCR premises shall be accompanied by an approved Gate Pass/proper documentation issued by the General Services Division;</p> <p>3.6. Investigate and report all incidents on the DOT-NCR premises that involve a breach of safety, security procedures, injuries, and theft within 24 hours;</p> <p>3.7. Must maintain continual surveillance on the assigned area, against fire, water leakage and any other action which could damage the DOT-NCR premises or injure its personnel;</p> <p>3.8. Provide emergency assistance and assist staff and visitors during contingencies;</p> <p>3.9. Assist staff, visitors and guests in the DOT-NCR premises as a courtesy and service;</p> <p>3.10. Open and close buildings, offices, etc.;</p> <p>3.11. Check that all office machines, computers, air conditioners, lights, etc. are turned off after working hours;</p> <p>3.12. Perform other related security duties outlined in the Contract and/or as required by the DOT-NCR</p>	
		IV. CONTRACT DURATION	
		➤ 9.5 - Month Contract	
		V. PAYMENT PROCEDURE	
		➤ Government Procedure	
		VI. DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:	
		<ul style="list-style-type: none"> • Valid Mayor's Business Permit • PHILGEPS Membership • Income / Business Tax Return • Duly Notarized Omnibus Sworn Statement 	
		<p>Approved Budget for the Contract (ABC): Php 950,000.00 Pesos : Nine Hundred Fifty Thousand Pesos Only <i>* inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges net upon completion of the project and delivery of all requirements as agreed upon.</i> <i>Government procedure and subject to appropriate government taxes</i></p>	
		<p>Contact Persons: MARIA FE E. SANTOS - mesantos@tourism.gov.ph GLEISA MARIE G. BISCOCHO - ggbiscocho@tourism.gov.ph</p>	
		<p>Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in three (3) original sets IN A SEALED ENVELOPE to this office address:</p> <p>DOT NCR BAC SECRETARIAT Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat 7840 Makati Avenue, Poblacion, Makati City</p>	
		Note: Deadline of submission is on April 1, 2024 at 8:00am	

This office desires to place an order for the above item(s) with the minimum delay. Your firm quotation will help us very much in placing the order.

Thank you

PRINT NAME OF DEALER/SUPPLIER

ADDRESS OF DEALER/SUPPLIER

CONTACT NUMBER(s)

TIN: _____

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME