

REQUEST FOR QUOTATION

Security Service for DOT 4A CALABARZON	
Quantity	One (1) unit
TECHNICAL SPECIFICATIONS	
Contract Extension of Security Services Provider for January 01, 2021 to December 31, 2021	
Approved Budget for the Contract (ABC): PhP 579,771.84	

Eligibility Requirements

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number
3. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)
4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Partial bids are allowed. All goods are grouped in lots listed above. Bidders shall have the option of submitting a quotation on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding evaluation, and contract award.

Note: Kindly submit your quotations together with your eligibility requirements thru your preferred courier with details as follows:

BAC SECRETARIAT

*Department of Tourism - CALABARZON
G/F Dencris Business Bldg.
National Highway, Halang, Calamba City*

Deadline of submission is on or before **21 December 2020 at 8:00 am**. Late and unsigned quotations shall not be accepted.

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF)_____S.S.

A F F I D A V I T

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the other:*

If a sole proprietorship: I am the sole proprietor of [Name of Bidder] with office address at [address of Bidder];

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *Select one, delete the other:*

If a sole proprietorship: As the owner and sole proprietor of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the rest:*

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards;

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*; and

9. *[Name of Bidder]* did not give or pay directly or indirectly, and commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20__ at _____,

*[Insert NAME OF BIDDER'S
AUTHORIZED REPRESENTATIVE]*

[Insert signatory's legal capacity]
Affiant

SUBSCRIBED AND SWORN to before me this day of *[month]* *[year]* at *[place of execution]*,
Affiant/ sis / are personally known to me and was/ were identified by me through competent
evidence of identity. Affiant/s exhibited to me his/her *[insert type of government identification card used]*,
with his/her photograph and signature appearing thereon, with no. _____ and his/her Community
Tax Certificate No. issued on at _____

Witness my hand and seal this day of *[month]* _____ *[year;]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. , *[date issued]*, *[place issued]*

IBP No. , *[date issued]*, *[place issued]*

Doc.No. _____

Page No. _____

Book No. _____

Series of _____

TERMS OF REFERENCE

PROCUREMENT OF SECURITY SERVICES

I. INTRODUCTION

The Department of Tourism-Region IV-A is the regional office of the Department of Tourism which task to ensure the pleasant entry, stay and exit of tourists. It formulates standard of quantity and efficiency for tourism oriented-establishments, done through an accreditation system. Tourists establishments' compliance to policies are monitored to make sure that their facilities and services are operated and maintained according to acceptable international norms. The Sector also supervises DOT's regional operations established to implement the policies, plan, programs and regulations of the Department and to maintain the delivery of efficient and effective frontline services for the tourism industry.

II. OBJECTIVE

To choose a reputable security agency that can protect the Department of Tourism-Region IV-A 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 destruction acts of the lowest contract price.

III. REQUIREMENTS

A. Qualifications of Bidder

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 three (3) 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 have a financial capability to advance the compensation (e.g. wages, overtime, additional benefits) of security personnel in relation to their assignment to DOT-Region IV-A for at least three (3) months.

5. The Service Provider shall assume responsibility with regards 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 (last 6 months from the date of bid submission) for the SSS, Philhealth, Pag-ibig must be submitted.
6. 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-Region IV-A's properties, premises, personnel and clients around and within the DOT premises.
7. The Service Provider shall provide the Basic Equipment of each security guards which shall be mandatory and ready for use while performing his duties.

Equipment
Licensed/registered Service Firearms 9mm/38 caliber
Metal Detector (Portable) for Entrance
Nightstick/Baton
Flashlight (with supply of bulbs and batteries)
Whistle
First-Aid Kit (with clinical advice for contents of kit)
Handcuffs/Zip Tie
Tear gas

Other Requirements:

Prescribed Basic Uniform

Office Supplies (e.g. logbook, bond paper, ballpen, envelopes, letter envelopes, folders, stapler, etc.)

Reflectorized vest

Hand-held stop sign (for guards to man traffic at vehicle entrance and exit)

8. The Service Provider must submit at least three (3) client completed contracts from a government or a private corporation for the last three (3) years.
9. The Service Provider must submit a copy of certification that their security personnel has proper knowledge or underwent with the:
 - Use and care of fire extinguishers
 - Role and function of security personnel and Patrolling procedures
 - Access control procedures, telephone procedures
 - Emergency procedures (bomb threats, evacuation, fire, medical demonstrations, unruly behavior, etc.)

- Basic First Aid
- Safe Gun Handling Rules
- Incident reporting procedures
- Safe Gun Handling Rules

B. Duties/Responsibilities

Security Agency

1. The Security Agency shall protect the DOT 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 officers, employees and clients, while they are within the premises and its immediate vicinity, or outside of the premises, when requested by DOT, 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.
2. The Security Agency shall have the exclusive and absolute right to 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-Region IV-A, 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. Likewise, the Agency must first inform the DOT in writing of such action at least one week prior thereto.
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.
 - c. The Security Agency shall ensure that the security guards to be deployed/posted in DOT are properly equipped with a firearm, in proper uniform, with valid and current security license and has a covering Duty Dental Order (DD). Likewise, the Security Agency is also responsible

for replenishment and maintenance of the equipment and supplies provided.

- d. The Security Agency's security force shall ensure that the security needs of DOT, as well as the security needs of their respective properties, officers, personnel and guests, are being properly and adequately serviced.
- e. 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 DOT-Region IV-A for such loss or damage.
- f. The Security Agency must be able to provide replacement guards on short notice.

Security Guards

- a. To strictly observe precautionary measures to avoid spread of COVID 19.
- b. Security Guard shall perform access control functions 24/7 basis listed but not limited to below.
- c. Control all the entry/exit points and ensure adequate security of the DOT-Region IV-A's premises as per issued policies and procedures. No visitors are allowed to access the building from the rear service access or emergency access;
- d. Ensure that all visitors are properly screened and registered and when required issue with adequate building passes (visitors, contractors, etc);
- e. Ensure that routine patrols are conducted within the DOT-Region IV-A premises and they are properly documented.
- f. Control the vehicle access into and out of the compound parking facilities;
- g. Ensure that vehicles entering the parking space are parked in the appropriate space assigned;
- h. Maintain control of the parking access;
- i. Ensure that the vehicles parked in the parking space belong to the DOT Officials, employees and guests and assisted to that effect by the guards;
- j. Log all movement of equipment in/out of DOT-Region IV-A's premises;
- k. Properly screen all items carried into and out the premises to prevent and deter entrance of dangerous, illegal or suspicious-looking materials or items. No DOT-Region IV-A properties are allowed to carry out without proper documentation or gate pass from the Administrative Officer;
- l. Investigate and report all incidents on the DOT-Region IV-A's premises that involve a breach of safety, security procedures, injuries and theft within 24 hours;

- m. Security Guard assigned areas must maintain continual surveillance against fire, water leakage and any other action which could damage DOT-Region IV-A premises or injure its personnel;
- n. Intervene personally to resolve problems or refer them immediately to the Supervisor;
- o. Respond to personnel and telephone injuries and provide appropriate information or suggest alternative sources of information.
- p. Provide emergency assistance and assist staff and visitors during contingencies;
- q. Assist staff, visitors and guests on the DOT-Region IV-A premises as a courtesy and service;
- r. Perform other related security duties outlined in the contract as required.
- s. Open and close office premises;
- t. Check that all office machines, computers, air conditioners, lights, etc. are turned off after working hours;

IV. Approved Budget for the Contract:
Five Hundred Seventy Nine Thousand Seven Hundred Seventy One &
84/100
(PhP 579,771.84)

V. Contract Duration:

January 01, 2021-December 31, 2021

VI. Payment Procedure:

Government Procedure

VII. Contact Person:

Ms. Gina D. Velasco
Senior TOO/Head, Administrative Unit
Department of Tourism-Region IV-A
Tel No. (049) 508-0741/61