



Republic of the Philippines  
**Department of Education**  
 Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**  
 Tacloban City



April 4, 2022

Date

005-GSB50-CY2022

BAC Sec. Quotation No:

Project Reference #:

Name of the Project: Procurement of Security Services: Security Services for the Schools Division  
of Tacloban City for the Year 2022-2024

Location of the Project: Tacloban City

## REQUEST FOR QUOTATION

Please quote your lowest price on the

Procurement of Security Services: Security Services for the Schools Division  
of Tacloban City for the Year 2022-2024

as specified below and submits your quotation duly signed by your representative not later than

**April 11, 2022** **9:00 AM**

1. The approved budget for the contract is :
2. Duration of Bidding is within:
3. Closing Date and Time:
4. Expected Date of Delivery/Date of Activity:

<b>PHP</b>		<b>673,057.44</b>	
April 5, 2022	to	April 11, 2022	
April 11, 2022	/	9:00 AM	

*Signed*

**EDGAR Y. TENASAS**  
 ASDS/BAC Chairman

**TERMS AND CONDITIONS** :*(Failure to comply with the following requirements shall result in the disqualification of your bid)* :

**A.**

1. Use this prescribed form and all entries herein must be typewritten/printed legibly.
2. Bids exceeding the ABC shall be disqualified.
3. Multiple bids are not allowed.
4. E-mail/submit one copy of Sealed Quotation to the BAC Secretariat.
5. Absence and/or failure on the part of the bidder(s) to appear in the opening of the sealed bids shall be considered as a waiver.
6. Place of delivery is DepEd City Division Office, Real Street, San Fernando Compound, Tacloban City to be done within immediate days from receipt of the order.

**B.****Eligibility Requirements****Class "A" Documents**

PhilGEPs Certificate of Registration and Membership "Platinum" in accordance with Section 8.5.2 of the IRR.

- 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
- Mayor's/Business Permit issued by the City or Municipality where the principal place of business of the prospective bidder is located;
- Tax Clearance per E.O. No. 398, series 2005, as finally reviewed and approved by the BIR;
- Philippine Contractors Accreditation Board (PCAB) license and registration; and (For Infra only)
- PhilGEPs - Philippine Government Electronic Procurement System (PLATINUM Registration)
- Audited Financial Statements stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission;

Contact Person:

**Mark Chester Anthony Gariando Tamayo**  
 BAC SECRETARIAT  
 Real St, Tacloban City  
 Leyte  
 Philippines 6500  
 09161216964/09474912951  
[tcdobacsecretariat@gmail.com](mailto:tcdobacsecretariat@gmail.com)

End User:

**NAISY M. BROSAS**  
 AO-V / Budget Officer III



Republic of the Philippines  
**Department of Education**  
 Regional Office No. VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**  
 Real Street, Tacloban City



RIV No. \_\_\_\_\_

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

To \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**QUOTATION FORM**

QTY	UNIT	DESCRIPTION OF ARTICLE	UNIT	TOTAL	REMARKS
			PRICE	PRICE	
2	pax	SECURITY SERVICES (C.Y. 2022-2024)			
		- Days worked per week (7 days/week and 12 hours/duty)			
		Amount Directly to Guard			
		<b>Computation:</b>			
		Average Pay/Month (DW x No. of days per yr/12)			
		Night Differential Pay (Ave. Pay/mo. x 10% x 1/3) x ½			
		13 Month Pay (DW x 365/12/12)			
		5 Days Incentive Leave Pay (DW + COLA x 5/12)			
		Uniform allowance per RA5487 (RA 5487)			
		Overtime Pay			
		AMOUNT TO GOV'T IN FAVOR OF GUARD			
		Retirement Benefits (RA 7641) (DW x 22 5/12)			
		Social Security System Premium			
		PhilHealth Contribution			
		State Insurance Fund			
		Pag-Ibig Fund (RA 7742)			
		a) Total amount to guard & gov't. (Agency Fee)			
		b) Agency Fee			
		c) VAT (RMCn39-2007)			
<b>Additional Requirement:</b>					
1.) Certificate of Registration with DOLE					
2.) Certificate of Membership issued by the Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO) or other associations recognized by the PNP-CSG-SOSIA					
3.) License to Operate					
4.) A Certificate of pending or no pending labor standards issued by the National Labor Relations Commission (NLRC) and DOLE					
5.) BIR Registration					
6. DTI Certificate					
7. Mayor's Business Permit					
<p>This is a Multi-Year Contract and all Bid Prices are fixed for a period of three (3) years, except for the following:</p> <p>(a) Increase in minimum daily wage pursuant to law or new wage order issued after the date of bidding.            (b) Increase in taxes and            (c) If during the term of the contract the procuring entity sees the need for an increase or decrease in the number of security guards, the resulting cost of said increase or decrease, provided that the ABC for the relevant year is not exceeded.</p> <p>Agency warrants faithful compliance and ensures compliance and ensures the payment of monthly wage and other fringe benefits, in accordance with the Labor Code of the Philippines and other pertinent laws and issuances, such as but not limited to minimum wage, social security compensation and medical requirements.</p>					

Open at: DepEd Tacloban City Division \_\_\_\_\_ AM \_\_\_\_\_ PM, On \_\_\_\_\_ 2022

The above quoted price are inclusive of all costs and applicable taxes.

I HEREBY CERTIFY that I am in a position to furnish the above articles and quantities stated except those marked "NONE". The terms and conditions specified above and at the back of this form are hereby offered.

Official/ Designation \_\_\_\_\_

NAME OF COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

Canvass Server: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Fax No: \_\_\_\_\_

Cellphone No: \_\_\_\_\_

Email Address \_\_\_\_\_

Date: \_\_\_\_\_



Republic of the Philippines  
Department of Education  
Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**  
Tacloban City



Date: \_\_\_\_\_

TO: SBAC, Dep.ED. CDO  
Real Street San Fernando Compound  
Tacloban City

I/We waive the right to be personally present at the opening of bids for the:

Procurement of Security Services: Security Services for the Schools Division  
of Tacloban City for the Year 2022-2024

Very truly yours,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**  
Tacloban City



Date: \_\_\_\_\_

**CERTIFICATION**

This is to certify that, the undersigned, have this day received from the Office of the Schools Division Superintendent, DepEd City Division Office, Real Street, Tacloban City. Notice to the Bidders/Request for Quotation of Prices of Food Catering Goods, Supplies, Materials and Equipments for the use in the office which will be opened on April 11, 2022 9:00 AM, 2022 at DepdTacloban City Division Office, Real Street, Tacloban City

NAME OF BIDDER: \_\_\_\_\_

SIGNATURE OF BIDDER/REPRESENTATIVE: \_\_\_\_\_

DATE AND TIME: \_\_\_\_\_

