



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



August 26, 2022

Date

012-GSA50-CY2022

BAC Sec. Quotation No:

Project Reference #:

Name of the Project:

**Procurement of Security Services: SECURITY SERVICES FOR THE YEAR
 2022-2024 AT SCHOOLS DIVISION OFFICE OF TACLOBAN CITY**

Location of the Project:

Tacloban City

REQUEST FOR QUOTATION

Please quote your lowest price on the

**Procurement of Security Services: SECURITY SERVICES FOR THE YEAR
 2022-2024 AT SCHOOLS DIVISION OFFICE OF TACLOBAN CITY**

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

September 2, 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:

PHP		721,995.12
August 26, 2022	to	September 2, 2022
September 2, 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.

- a. 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
- b. Mayor's/Business Permit issued by the City or Municipality where the principal place of business of the prospective bidder is located;
- c. Tax Clearance per E.O. No. 398, series 2005, as finally reviewed and approved by the BIR;
- d. Philippine Contractors Accreditation Board (PCAB) license and registration; and (For Infra only)
- e. 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



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	

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: _____

Entity Name: DepEd Schools Division of Tacloban City

Fund Cluster: 01

Office/Section : General Services		PR No.: _____	Date: August 24, 2022		
		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Security Services For CY 2022-2023	3	20,055.42	721,995.12
			Day rate/Night Rate		
Days worked per week			7 days		
Amount Directly to Guard			380.00		
			8 hours		
Average Pay/Month (380.00*393.5)/12			12,460.83		
Night Differential Pay (12460.83*10%*1)/2			573.85		
13th Month Pay (380*365*1/12)/12			963.19		
5 Days Incentive Leave Pay (380*5)/12			158.33		
Uniform allowance per RA 5487			100.00		
			0.00		
AMOUNT TO GOVT IN FAVOR OF GUARD					
Retirement Benefits		712.50			
Social Security Premium (Employers Share)		1,062.50			
Philhealth Contribution		250.00			
State Insurance		30.00			
Pag-Ibig Fund (RA 7742)		100.00	2,155.00		
TOTAL AMOUNT TO GUARD & GOVT.			16,411.20		
ADMINISTRATIVE OVERHEAD AND MARGIN (Agency Fee)			3,282.24		
Value Added Tax (Agency Fee x 12%)			361.98		
CONTRACT RATE/GUARD/MONTH for 8 hrs Duty Daily			20,055.42		
Additional Requirements:					
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. Mayors Business Permit					
This is a multi-year contract and all bid prices are fixed for a period of three (3) years, except for the following: 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.					
Agency warrants faithful 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.					
Purpose: Security services for the year 2022-2024					



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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 YEAR
2022-2024 AT SCHOOLS DIVISION OFFICE OF TACLOBAN CITY

Very truly yours,



Republic of the Philippines
Department of Education
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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 September 2, 2022 9:00 AM, 2022 at DepdTacloban City Division Office, Real Street, Tacloban City

NAME OF BIDDER: _____
SIGNATURE OF BIDDER/REPRESENTATIVE: _____
DATE AND TIME: _____

