

Republic of the Philippines
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY
Regional Office No. IV- A (CALABARZON)
NEDA Region IV-A, Barangay Milagrosa, Calamba City, Laguna
Tel. No.(049) 502-0250

REQUEST FOR PRICE QUOTATION

RPQ No. RPQ-NEDA2019-11-035

Date: Dec. 02, 2019

Gentlemen:

Please quote your latest price (s) to the government **inclusive of government tax** on the following item(s). Bidders may use this form or the bidder's company stationery, duly signed by its authorized signatory/ies, and must be submitted personally to the address above or through email at gs.neda4a@gmail.com on or before 12:00 noon of **Dec. 12, 2019**. Bids should not exceed the approved budget for the contract in the amount of PHP **742,000.00**.

Very truly yours,


LUIS G. BANUA
Regional Director

Quantity	Unit	Description/Specification of Items	Estimated Unit Cost	Bid Offer
3	unit	Provision of Security Services for the NEDA Region IV-A Office Building in Barangay Milagrosa, Calamba City, Under a One (1) Year Service Agreement:	P20,611.11 / month	
		No. of Security Guards:		
		Three (3) - 1 guard per shift		
		Duty Hours:		
		8 hours duty per day		
		7 days a week		
		Shifting Schedule:		
		Day shift (6:00 a.m. to 2:00 p.m.)		
		Middle shift (2:00 p.m. to 10:00 p.m.)		
		Night shift (10:00 p.m. to 6:00 a.m.)		
		Qualifications:		
		male		
		not less than 21 years old		
		at least 5 feet and 4 inches in height		
		at least five (5) years of experience as duly licensed security guard		
		must have completed at least a two-year college or vocational course		
		has good moral character and properly cleared by major law enforcement, e.g. NBI, local PNP		
		Contract Term:		
		January to December 2020		
		<i>Note: Please see attached Terms of Reference for other detailed requirements.</i>		
		xxxxx NOTHING FOLLOWS xxxxx		

We are pleased to quote on the foregoing list our lowest price(s) on item(s) indicated, the cond set forth above.

JONALYN SIBUCAO

Canvassed by:

Estimated by:

(Signature over Printed Name)

Position : _____

Tel. No. : _____

TERMS OF REFERENCE

Provision of Security Services for the National Economic and Development Authority (NEDA) Region IV-A Office Building in Barangay Milagrosa, Calamba City Under One (1) – Year Service Agreement

I. RATIONALE

The NEDA Region IV-A would like to hire the services of a security agency to guard/protect its employees and clients, physical area, materials/equipment, and financial assets.

II. SCOPE AND COVERAGE

The engagement shall be for the provision of continuous security measures by three (3) security guards who shall be assigned in the NEDA Region IV-A office building in Barangay Milagrosa, Calamba City on round the clock basis on all days throughout the year, including Saturdays, Sundays and holidays by changing personnel in eight-hour rotation or replacement.

The security services are needed for the protection and guarding of properties of the NEDA Region IV-A from theft, robbery, arson, destruction or damage as well as protecting its officials, employees, visitors, guests and the transacting public from assault, harassment, threat or intimidation through enforcement and implementation of plans, policies, rules and regulations relative to security and safety.

III. DURATION OF AGREEMENT

The Service Agreement shall be for a period of one (1) year in accordance to the provisions of GPPB Resolution No. 24-2007 entitled Approving and Adopting the Guidelines on the Procurement of Security and Janitorial Services. The agreement shall be effective on January 2020 – December 2020.

IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is Php 742,000.00 (Php 20,611.11 monthly salary per guard) annually, inclusive of all applicable government taxes and service charges.

V. QUALIFICATION REQUIREMENTS OF THE SERVICE PROVIDER

The Service Provider shall have the necessary experience and expertise in providing security services. For this purpose, the Service Provider must submit, as part of the eligibility and technical requirements, the following:

- A. 2020 Mayor's Permit
- B. PhilGEPS Certificate of Registration (for Platinum Membership) or PhilGEPS Registration Number (for Red Membership)
- C. Latest Income/Business Tax Return
- D. Omnibus Sworn Statement in accordance with Section 25.3 of the IRR of RA 9184 (see attached Annex A);
- E. Certificate of engagement in the business for at least five (5) years;
- F. Certificate of Membership in the Philippine Association of Detectives and Protection Agency Operators (PADPAO);
- G. Certificate of pending or no pending labor standards violation case/s issued by the National Labor Relations Commission (NLRC) and Department of Labor and Employment (DOLE);
- H. Copy of the company profile reflecting bidder's capability to provide a minimum of three (3) qualified and licensed security personnel to be assigned at NEDA and are selected following an equal opportunity selection process; and
- I. Certification of satisfactory services rendered from at least two (2) clients for the last five years.

VI. DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER

The contracted security services discharge their duties and responsibilities as prescribed under pertinent rules and regulations embodied in various NEDA Office Circulars, Special Orders and Memoranda.

The Service Provider shall:

- A. Provide NEDA Region IV-A with three (3) qualified and trained security guards who will work on the following schedules to maintain security and safeguard the building and properties within the premises of the NEDA Region IV-A office building, as well as provide protection for its employees, visitors, guests and transacting public: