



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office VII
Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

**REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT**

RFQ No. : DSWD7-2025-0674

Date : May 16, 2025

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
PhilGEPS Registration No.: _____

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be the basis for non-compliance. Also, kindly furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in **Annex A**, please attach in your quotation a duly notarized certification to this effect.

Interested supplier/s are required to submit true copies of their **valid Mayor's Permit and Philgeps Registration Number** upon submission of quotation/s. An **Omnibus Sworn Statement** is required prior to award.

Please accomplish and submit this **form** together with **Annex A** and **Bank Information** to the BAC Secretariat, DSWD Field Office VII, Cebu City or send it through facsimile numbers (032) 887-9720; 233-0261; 231-2172 local 17140 or 17110 or e-mail to bac.fo7@dswd.gov.ph on or before **May 20, 2025 at 5:00PM.**

Very truly yours,

ENGR. EMMANUEL M. EDLES

AO V/Head, Procurement Management Section

Terms and Conditions:

- Award shall be made on per: ☐ item basis ☒ total quoted price ☐ lot basis
- Quotation validity shall be not less than **60 calendar days.**
- Good/s or Services shall be delivered **please refer to Annex A**
- Place of Delivery: **please refer to Annex A**
- Terms of Payment: **within 30 days from the receipt of billing statement.**
- Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
- In case of discrepancy between total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail.
- Warranty period, if applicable: _____

CHARL ALBERT J. TORREFIEL

Canvasser

I am interested to quote and agree to the terms and conditions.

(Signature over Printed Name of Supplier / Service
Provider / Authorized Representative)



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office VII, Cebu City

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RFQ No.: DSWD7-2025-0674

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Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	1	lot	Provision of Additional Two (2) Security Manpower Services for Centers & Institutions CY 2025 Specifications: STABILITY & MINIMUM REQUIREMENTS OF SERVICE PROVIDER ➤ Years of Experience – At least five (5) years in the business ➤ Must have an operational office either within Cebu City/Talisay City/Mandaue City/Lapu-Lapu City ➤ Liquidity of the Contractor – At least 2 Million (Current Assets minus current liabilities based on Balance Sheet as of December 31, 2023) ➤ Organizational Set-up – With good office set-up, personnel and office tools and equipment. ➤ Must have sufficient capital to answer the salaries of security guards and other benefits in case of delayed collections/payment. ➤ Must be prompt in payments of SSS, Philhealth and Pagibig contributions of all security guards. ➤ Must be of good standing and compliance with statutory obligation from SEC/DTI, PAG-IBIG, PHILHEALTH, and SSS (certificates must be presented during post-qualification). ➤ Must have valid and updated NLRC Clearance (must be presented during post-qualification). ➤ All guard assigned for this contract should be trained on Disaster Response (Training Certificates must be presented during post-qualification). ➤ Must be prompt in payments of salaries of their security guards. ➤ Must have sufficient communication equipment and reliable & serviceable firearms. SCOPE OF WORKS				

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			<p>A. GENERAL SCOPE OF WORKS</p> <p>1. Protect the DSWD properties and personal belongings of personnel in their areas of jurisdiction from burglary, robbery, vandalism, pilferage, theft and other unlawful acts.</p> <p>2. Implement strict precautionary measures within the area of responsibilities including peace and order.</p> <p>3. Assist in the authorized investigation of cases involving injury, loss of lives and damage to properties.</p> <p>4. Implement rules and regulations, directives, local ordinances and other related policies which maybe promulgated from time to time.</p> <p>5. Except on fortuitous events and/or negligence of the DSWD Officials and employees, the Contractor shall be accountable for the following:</p> <p style="padding-left: 40px;">i. Loss or damage of DSWD properties or facilities appearing in the Inventory Report or other documents which serve as proof of ownership.</p> <p style="padding-left: 40px;">ii. Any damages incurred due to negligence in the performance of duty of security guards.</p> <p>6. Prompt submission of reports that maybe required by the DSWD on the security activities.</p> <p>7. Obtain basic data and provide Identification Card (ID) to visitors and clients of DSWD upon entry.</p> <p>8. For emergency cases, the Service Provider shall coordinate with proper authority, police or agency designated officials.</p> <p>B. PERFORMANCE CRITERIA</p> <p>The Contractor shall maintain a satisfactory level of performance throughout the term of the contract based on the following set of performance criteria:</p> <p>➤ quality of service delivered;</p> <p>➤ time management;</p> <p>➤ management and suitability of personnel;</p> <p>➤ contract administration and management;</p> <p>➤ weekly provision of regular progress report;</p> <p>➤ attentiveness and presence of mind of guards on duty;</p>				

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			<p>➤ compliance with DSWD-FO VII instructions and policies;</p> <p>➤ provision of a roving supervisor</p> <p>Note: Attach at least two (2) Certificate of Performance from completed/existing contracts</p> <p>C. REQUIRED SECURITY EQUIPMENT FOR THIS CONTRACT</p> <p>➤ Firearms- 2 units</p> <p>➤ Metal Detector- 2 units</p> <p>➤ Flashlights w/ extra batteries- 2 units</p> <p>➤ Knight Stick- 2 units</p> <p>➤ Raincoat- 2 units</p> <p>➤ Rain Boots- 2 units</p> <p>➤ Umbrella- 2 units</p> <p>➤ Whistle- 2 units</p> <p>➤ First Aid Kit- 2 units</p> <p>➤ Communication Device- 2 units</p> <p>Remarks: Firearms should be in good condition. Must have a license from Firearms and Explosive Office (FEO) and PNP with complete load of ammunition. No "paltik" revolver should be issued to the Security Guards.</p> <p>D. MINIMUM REQUIREMENTS FOR SECURITY GUARDS</p> <p>1. Must possesses a valid security guard license.</p> <p>2. Must have at least 1-year experience as security guard supported with a certification.</p> <p>3. Must be a Filipino citizen.</p> <p>4. Minimum height requirement: male - 5'5"; female - 5'2".</p> <p>5. Must be at least 25 years old but not more than 50 years old.</p> <p>6. Must be at least college level for those who will be assigned at Centers and Institutions and at the Field Office (Main & CIS Compound), while other area must be at least high school graduate.</p> <p>7. Must have certificates on neuropsychological, medical and drug tests issued by duly accredited agency of PNP.</p>				


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			<p>8. Must have barangay, police and NBI clearances.</p> <p>9. Must have a certificate of good moral character issued by a barangay official in the barangay where he/she resides.</p> <p>10. Must be trained on Disaster Response (supported with Training Certificate).</p> <p>11. Must submit an updated biodata duly signed by the security guard.</p> <p>E. SECURITY MEASURES</p> <p>1. FOR DSWD PERSONNEL</p> <p>a) Implement strictly the "No ID No Entry Policy".</p> <p>b) Monitor/search for deadly weapons, explosives, toxic chemicals, drugs and contraband items/harmful materials upon reasonable grounds for suspicion, cause arrest of employee/s.</p> <p>c) Check bags, plastic bags, boxes and vehicles for security purposes.</p> <p>d) Prevent/detect any form of breach of DSWD rules and regulations and if possible, report or cause the arrest of the perpetrator/s.</p> <p>e) Implement strictly the No Entry to secured/restricted areas without proper authorization/clearance.</p> <p>f) Exercise tact and courtesy at all times.</p> <p>g) Assist employees as may be requested/needed.</p> <p>h) Maintain logbook for personnel and property/equipment movements.</p> <p>i) No entry and stay in office after office hours, including Saturdays, Sundays and Legal Holidays unless authorized.</p> <p>j) Full concentration on security works. Avoid chatting to employees.</p> <p>2. FOR DSWD GUESTS/VISITORS</p> <p>a) Implement strictly the "No ID No Entry Policy".</p> <p>b) Monitor/search for deadly weapons, explosives, toxic chemicals, drugs and contraband items/harmful materials upon reasonable grounds for suspicion, cause arrest of visitor/s.</p>				

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			<p>c)Prevent/detect any form of breach of DSWD rules and regulations and if possible, report or cause the arrest of the perpetrator/s. ✓</p> <p>d)Prevent entry to secured/restricted areas without proper authorization/clearance. ✓</p> <p>e)Exercise tact and courtesy at all times. ✓</p> <p>f)Assist as may be required/needed. ✓</p> <p>g)Maintain logbook. ✓</p> <p>h)Prevent entry after office hours, including Saturdays, Sundays and Legal Holidays unless authorized. ✓</p> <p>i)Prohibit loitering in the premises after visitor's business is done. ✓</p> <p>j)Obtain basic data upon entry and issue Visitor's ID to all non-DSWD personnel and properly coordinate with the officials/employees concerned on the entry of the visitors. ✓</p> <p>3. FOR SUPPLIES AND EQUIPMENT</p> <p>a)All outgoing DSWD properties must be covered with the appropriate documents duly signed by the authorized signatories indicating serial number/property number, person moving the equipment, time and date, etc. ✓</p> <p>b)Personal properties shall be covered by personal property slip issued by the office or security guard on duty. ✓</p> <p>c)Access to supply rooms and other restricted areas will be allowed to authorized personnel/staff only. ✓</p> <p>d)Ensure to perform partial lock and key control system. ✓</p> <p>F. CONTINGENCY PLAN FOR VARIOUS RISKS</p> <p>1. FIRE (DURING NON-WORKING DAYS/AFTER OFFICE HOURS)</p> <p>a)In case of fire, turn off the main switch. ✓</p> <p>b)Use available fire-fighting equipment. ✓</p> <p>c)Call Fire Department for help. ✓</p> <p>d)Inform the Management immediately. ✓</p> <p>e)Clear driveways. ✓</p>				

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			<p>2. TRESPASSING</p> <p>a)Challenge and detain trespassers.</p> <p>b)Turn-over trespassers to PNP.</p> <p>c)Report to the management.</p> <p>3. HOSTAGE SITUATION</p> <p>a)Notify PNP, DSWD and all guards.</p> <p>b)Act as temporary negotiator until the arrival of the expert negotiator.</p> <p>4. EARTHQUAKE</p> <p>a)Prevent panic and maintain calm.</p> <p>b)Prevent use of direct escape thru other means of exit.</p> <p>c)If possible, urge personnel to seek refuge under strong piece of furniture and keep away from dangerous falling objects.</p> <p>5. FLOOD AND TYPHOON</p> <p>a)Prevent crossing of employees on flooded areas.</p> <p>b)Prevent exit when there are strong winds outside the building.</p> <p>6. SABOTAGE</p> <p>a)Cordon the affected area to secure evidence.</p> <p>b)In case of explosion, help evacuate all personnel from affected area.</p> <p>c)Inform the Fire Department.</p> <p>7. BOMB THREAT</p> <p>a)Immediately report to PNP.</p> <p>b)Inform DSWD-FO VII Management.</p> <p>c)Assist in the evacuation of personnel.</p> <p>d)Secure DSWD property and clear from unauthorized persons.</p> <p>e)Assist in bomb search, if necessary.</p> <p>8. DEMONSTRATIONS/MASS ACTIONS</p> <p>a)Inform DSWD-FO VII Management.</p> <p>b)Immediately report to PNP.</p> <p>c)Maximum tolerance must be observed and maintained at all times.</p>				

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			<p>d)Ensure that designated open gates must not be blocked by the demonstrators. ✓</p> <p>e)Non-obstructive demonstrations should not be interrupted. Efforts should be made to conduct DSWD business as normally as possible. ✓</p> <p>f)Disruptive demonstrations shall be terminated in coordination with the DSWD authorized personnel. ✓</p> <p>CONTRACT DURATION AND SCHEDULE ✓</p> <p>This contract shall cover for a period of eight (8) months subject for renewal as per Appendix 37 (Guidelines on Renewal of Regular and Recurring Services) of the 2016 Revised IRR of RA 9184. ✓</p> <p>TERMS OF PAYMENT ✓</p> <p>The Contractor shall submit their billing on a monthly interval with complete required documents and will be processed by the office within thirty (30) calendar days upon receipt of completed documents. ✓</p>				
Approved Budget for the Contract: Php 450,000.00 ✓				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: ADMIN ✓							
PURPOSE : To provide security and safety of the properties, goods, supplies, materials and equipment including staff and clients of the CENTERS for CY 2025. ✓							

Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.


CHARL ALBERT J. TORREFIEL
 Canvasser

Signature of Supplier / Authorized Representative
Over Printed Name

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