



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

RFQ No. : DSWD7-2021- 1240  
 Date : October 21, 2021

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, Philgeps Registration Number, Omnibus Sworn Statement** for ABC above Php50,000.00, and **Latest Income Tax Return** for ABC above Php500,000.00 upon submission of quotation/s.


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) 233-8785; 232-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **October 26, 2021 at 5:00 pm.**

Very truly yours,

  
**ROSARIO P. BACONG**  
 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 within **three (3) months.**
- Place of Delivery: DSWD FO VII Various Offices and Warehouses in Cebu City
- Terms of Payment: within 30 calendar days from the receipt of Billing Statement / Sales Invoice.
- 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: \_\_\_\_\_

  
**REINAFLOR C. VISTO**  
 Canvasser

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

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



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

Company Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_

RFQ No.: DSWD7-2021- 1240Date: October 21, 2021

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	1	lot	<p><b>Provision of Nine (9) Utility / Security Manpower Services for Various Offices and Warehouses of DSWD Field Office VII for three (3) months duration.</b></p> <p><b>Specifications:</b></p> <p><b>I. STABILITY &amp; MINIMUM REQUIREMENTS OF SERVICE PROVIDER</b></p> <ul style="list-style-type: none"> <li>• <i>Years of Experience – At least four (4) years in the business</i></li> <li>• <i>Must have an operational office either within Cebu/Talisay/Mandaue/Lapu-Lapu City</i></li> <li>• <i>Liquidity of the Contractor – At least 2 Million (Current Assets minus current liabilities based on Balance Sheet as of December 31, 2020)</i></li> <li>• <i>Organizational Set-up – With good office set-up, personnel and office tools and equipment.</i></li> <li>• <i>Must have sufficient capital to answer the salaries of security guards and other benefits in case of delayed collections/payment.</i></li> <li>• <i>Must be prompt in payments of SSS, Philhealth and Pagibig contributions of all security guards.</i></li> <li>• <i>Must be of good standing and compliance with statutory obligation from SEC/DTI, PAG-IBIG, PHILHEALTH, and SSS.</i></li> <li>• <i>Must be prompt in payments of salaries of their security guards.</i></li> <li>• <i>Must have sufficient communication equipment and reliable &amp; serviceable firearms.</i></li> </ul> <p><b>II. PERFORMANCE CRITERIA</b></p> <p><i>The Contractor shall maintain a satisfactory level of performance throughout the term of the contract based on the following set of performance criteria:</i></p> <ul style="list-style-type: none"> <li>• <i>quality of service delivered;</i></li> <li>• <i>time management;</i></li> <li>• <i>management and suitability of personnel;</i></li> <li>• <i>contract administration and management;</i></li> <li>• <i>provision of regular progress report;</i></li> <li>• <i>attentiveness and presence of mind of guards on duty;</i></li> <li>• <i>compliance with DSWD-FO VII instructions and policies;</i></li> <li>• <i>provision of a roving supervisor</i></li> </ul> <p><b>Note: Attach at least one Certificate of Performance from completed/existing contracts</b></p>				

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			<p><b>III. GENERAL SCOPE OF WORK</b></p> <ul style="list-style-type: none"> <li>• Protect the DSWD properties and personal belongings of personnel in their areas of jurisdiction from burglary, robbery, vandalism, pilferage, theft and other unlawful acts.</li> <li>• Implement strict precautionary measures within the area of responsibilities including peace and order.</li> <li>• Assist in the authorized investigation of cases involving injury, loss of lives and damage to properties.</li> <li>• Implement rules and regulations, directives, local ordinance and other related policies which maybe promulgated from time to time.</li> <li>• Except on fortuitous events and/or negligence of the DSWD Officials and employees, the Contractor shall be accountable for the following: <ul style="list-style-type: none"> <li>a. Loss or damage of DSWD properties or facilities appearing in the Inventory Report or other documents which serve as proof of ownership.</li> <li>b. Any damage due to negligence in the performance of duty of security guards.</li> </ul> </li> <li>• Prompt submission of reports that maybe required by the DSWD on security activities.</li> <li>• Provide Identification Card (ID) to visitors and clients of DSWD.</li> <li>• For emergency cases, the Contractor shall coordinate with proper authorities, police or agency designated officials in case of calamities.</li> </ul>				
			<p><b>IV. REQUIRED SECURITY EQUIPMENT FOR THIS CONTRACT</b></p> <ul style="list-style-type: none"> <li>• Firearms - 4 units</li> <li>• Surveillance Mirror - 2 units</li> <li>• Metal Detector - 4 units</li> <li>• Flashlights with batteries - 4 units</li> <li>• Knight Stick - 4 units</li> <li>• Raincoat - 4 units</li> <li>• Rain Boots - 4 units</li> <li>• Umbrella - 4 units</li> <li>• Whistle - 4 units</li> <li>• First Aid Kit with PPEs - 4 units</li> <li>• Communication Device - 4 units</li> </ul> <p><b>Remarks:</b> Firearms should be in good condition, with 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><b>II. MINIMUM REQUIREMENTS FOR SECURITY GUARD</b></p> <ul style="list-style-type: none"> <li>• Must possess a valid security guard license.</li> <li>• Must have at least 1-year experience as security guard supported with a certification.</li> <li>• Must be a Filipino citizen.</li> <li>• Minimum height requirement: male - 5'5"; female - 5'2".</li> <li>• Must be at least 25 years old but not more than 50 years old.</li> <li>• Must be at least college level for guards to be assigned in Centers and Institutions; and the rest at least high school graduate.</li> </ul>				

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			<ul style="list-style-type: none"> <li>• Must have certificates on neuropsychological, medical and drug tests issued by duly accredited agency of PNP.</li> <li>• Must have barangay, police and NBI clearances.</li> <li>• Must have a certificate of good moral character issued by a barangay official in the barangay where he/she resides.</li> <li>• Must submit an updated biodata duly signed by the security guard.</li> </ul> <p><b>VI. SECURITY MEASURES</b></p> <p><b>1. DSWD PERSONNEL</b></p> <ul style="list-style-type: none"> <li>• Implement strictly the "No ID No Entry Policy".</li> <li>• Monitor/search for deadly weapons, explosives, toxic chemicals, drugs and contraband items/harmful materials upon reasonable grounds for suspicion, cause arrest of employee/s.</li> <li>• Check bags, plastic bags and boxes for security purposes.</li> <li>• Prevent/detect any form of breach of DSWD rules and regulations and if possible, report or cause the arrest of the perpetrator/s.</li> <li>• Implement strictly the No Entry to security/restricted areas without proper authorization/clearance.</li> </ul> <ul style="list-style-type: none"> <li>• Exercise tact and courtesy at all times.</li> <li>• Assist employees as may be requested.</li> <li>• Maintain logbook for personnel and property/equipment movements.</li> <li>• No entry and stay in office after office hours, including Saturdays, Sundays and Legal Holidays unless authorized.</li> <li>• Full concentration on security work. Avoid chatting to employees.</li> </ul> <p><b>2. DSWD GUESTS/VISITORS</b></p> <ul style="list-style-type: none"> <li>• Implement strictly the "No ID No Entry Policy".</li> <li>• Monitor/search for deadly weapons, explosives, toxic chemicals, drugs and contraband items/harmful materials upon reasonable grounds for suspicion, cause arrest of visitor/s.</li> <li>• Prevent/detect any form of breach of DSWD rules and regulations and if possible, report or cause the arrest of the perpetrator/s.</li> <li>• Prevent entry to security/restricted areas without proper authorization/clearance.</li> </ul> <ul style="list-style-type: none"> <li>• Exercise tact and courtesy at all times.</li> <li>• Assist as may be required.</li> <li>• Maintain logbook.</li> <li>• Prevent entry after office hours, including Saturdays, Sundays and Legal Holidays unless authorized.</li> <li>• Prohibit loitering in the premises after visitor's business is done.</li> <li>• Issue Visitor's ID to all non-DSWD personnel and properly coordinate with the officials/employees concerned the entry of visitors.</li> </ul> <p><b>3. SUPPLIES AND EQUIPMENT</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>				

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			<ul style="list-style-type: none"> <li>• <i>Personal properties shall be covered by personal property slip issued by the security guard on duty.</i></li> <li>• <i>Access to supply rooms and other restricted areas will be allowed to authorized personnel only.</i></li> <li>• <i>Ensure to perform partial lock and key control system</i></li> </ul> <p><b>VII. CONTINGENCY PLAN FOR VARIOUS RISKS</b></p> <p><b>1. FIRE (DURING NON-WORKING DAYS/AFTER OFFICE HOURS)</b></p> <ul style="list-style-type: none"> <li>• <i>In case of fire, turn off the main switch.</i></li> <li>• <i>Use available fire-fighting equipment.</i></li> <li>• <i>Call Fire Department for help.</i></li> <li>• <i>Inform the Management immediately.</i></li> <li>• <i>Clear driveways.</i></li> </ul> <p><b>2. TRESPASSING</b></p> <ul style="list-style-type: none"> <li>• <i>Challenge and detain trespassers.</i></li> <li>• <i>Turn-over trespassers to PNP.</i></li> <li>• <i>Report to the management.</i></li> </ul> <p><b>3. HOSTAGE SITUATION</b></p> <ul style="list-style-type: none"> <li>• <i>Notify PNP, DSWD and all guards.</i></li> <li>• <i>Act as temporary negotiator until the arrival of the expert negotiator.</i></li> </ul> <p><b>4. EARTHQUAKE</b></p> <ul style="list-style-type: none"> <li>• <i>Prevent panic and maintain calm.</i></li> <li>• <i>Prevent use of direct escape thru other means of exit.</i></li> <li>• <i>If possible, urge personnel to seek refuge under strong piece of furniture and keep away from dangerous falling objects.</i></li> </ul> <p><b>5. FLOOD AND TYPHOON</b></p> <ul style="list-style-type: none"> <li>• <i>Prevent crossing of employees on flooded areas.</i></li> <li>• <i>Prevent exit when there are strong winds outside the building.</i></li> </ul> <p><b>6. SABOTAGE</b></p> <ul style="list-style-type: none"> <li>• <i>In case of explosion, help evacuate all personnel from affected area.</i></li> <li>• <i>Inform the Fire Department.</i></li> <li>• <i>Cordon the affected area to secure evidence.</i></li> </ul> <p><b>7. BOMB THREAT</b></p> <ul style="list-style-type: none"> <li>• <i>Immediately report to PNP.</i></li> <li>• <i>Inform DSWD-FO VII Management.</i></li> <li>• <i>Assist evacuation of personnel.</i></li> <li>• <i>Secure DSWD property and clear from unauthorized persons.</i></li> <li>• <i>Assist in bomb search, if necessary.</i></li> </ul> <p><b>8. DEMONSTRATIONS/MASS ACTIONS</b></p> <ul style="list-style-type: none"> <li>• <i>Inform DSWD-FO VII Management.</i></li> <li>• <i>Immediately report to PNP.</i></li> <li>• <i>Maximum tolerance must be observed and maintained at all times.</i></li> <li>• <i>Ensure that designated open gates must not be blocked by the demonstrators.</i></li> </ul>				

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			<ul style="list-style-type: none"> <li>• Non-obstructive demonstrations should not be interrupted. Efforts should be made to conduct DSWD business as normally as possible.</li> <li>• Disruptive demonstrations shall be terminated in coordination with the DSWD authorized personnel.</li> </ul>				
			PLEASE SEE ATTACHED SCHEDULE OF REQUIREMENT				
Approved Budget for the Contract: Php 580,000.00				Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.			
End User: <b>General Services Management Section</b>							
Purpose :		To maintain the cleanliness, orderliness and general upkeep of the various offices and warehouses of DSWD Field Office VII in Cebu City.					

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

**REINAFLO R. VISTO**  
Canvasser

\_\_\_\_\_  
Signature of Service Provider / Authorized Representative  
Over Printed Name

## SCHEDULE OF REQUIREMENT

Item No.	Office/Station	No. of Guard	No. of Shift	No of Hour	Days/Time of Duty
1.	Field Office – Main	1	1	8 hours	Monday – Sunday 8 AM – 5 PM
2.	Crisis Intervention Section / SWAD Cebu Office	1	1	8 hours	Monday – Sunday 8 AM – 5 PM
4.	Area Vocational Rehabilitation Center II (AVRC II), Labangon, Cebu City	1	1	8hours	Monday – Sunday 7 AM – 3 PM
5.	Visayas Disaster Response Center, Mandaue City	3	3	8 hours/shoft or a total of 24	Monday – Sunday 7 AM – 3 PM 3 PM – 11 PM 11 PM – 7 AM
6.	NFA Warehouse, Cebu City	3	3	8 hours/shoft or a total of 24	Monday – Sunday 7 AM – 3 PM 3 PM – 11 PM 11 PM – 7 AM
	<b>TOTAL</b>	9	9		