



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. : DSWD7-2022-1333  
 Date : August 23, 2022

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** 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) 233-8785; 233-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **August 30, 2022 at 10:00AM.**

Very truly yours,

  
**ROSARIO P. BACONG**  
 AO V/Head, Procurement Management Section

**Terms and Conditions:**

1. Award shall be made on per:  item basis  total quoted price  lot basis
2. Quotation validity shall be not less than **60 calendar days.**
3. Good/s or Services shall be delivered **September to December 2022**
4. Place of Delivery: **SWAD - Siquijor. Siquijor**
5. Terms of Payment: **within 30 days from the receipt of billing statement.**
6. Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
7. 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.
8. Warranty period, if applicable: \_\_\_\_\_

  
**BONAPARTE D. CASEÑAS II**  
 Canvasser

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

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



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

RFQ No. DSWD7-2022-1333

Date: August 23, 2022

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	<p><b>Provision of Three (3) Security ManPower Services for Swad-Siquijor Office</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>• Years of Experience – At least four (4) years in the business</li> <li>• Must have an operational office within Cebu City, Talisay City, Mandaue City, Lapu-Lapu City, Siquijor.</li> <li>• Liquidity of the Contractor – At least 2 Million (Current Assets minus current liabilities based on Balance Sheet as of December 31, 2021)</li> <li>• Organizational Set-up – With good office set-up, personnel and office tools and equipment.</li> <li>• Must have sufficient capital to answer the salaries of security guards and other benefits in case of delayed collections/payment.</li> <li>• Must be prompt in payments of SSS, Philhealth and Pagibig contributions of all security guards.</li> <li>• Must be of good standing and compliance with statutory obligation from SEC/DTI, PAG-IBIG, PHILHEALTH, and SSS.</li> <li>• Must be prompt in payments of salaries of their security guards.</li> <li>• Must have sufficient communication equipment and reliable &amp; serviceable firearms.</li> </ul>				

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			<p><b>II. PERFORMANCE CRITERIA</b></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> <ul style="list-style-type: none"> <li>• quality of service delivered;</li> <li>• time management;</li> <li>• management and suitability of personnel;</li> <li>• contract administration and management;</li> <li>• provision of regular progress report;</li> <li>• attentiveness and presence of mind of guards on duty;</li> <li>• compliance with DSWD-FO VII instructions and policies;</li> <li>• provision of a roving supervisor</li> </ul> <p>Note: Attach at least one Certificate of Performance from completed/existing contracts</p> <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> </ul>				

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			<ul style="list-style-type: none"> <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 - 1 units</li> <li>• Surveillance Mirror - 1 units</li> <li>• Metal Detector - 1 units</li> <li>• Flashlights with batteries - 1 units</li> <li>• Knight Stick - 1 units</li> <li>• Raincoat - 1 units</li> <li>• Rain Boots - 1 units</li> <li>• Umbrella - 1 units</li> <li>• Whistle - 3 units</li> <li>• First Aid Kit with PPEs - 1 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 possesses 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> </ul>				

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			<ul style="list-style-type: none"> <li>• Must be at least 25 years old but not more than 50 years old.</li> <li>• Must be at least high school graduate.</li>   <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>   <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.</li> </ul> <p>Avoid chatting to employees.</p>				

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			<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> <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> <li>• Personal properties shall be covered by personal property slip issued by the security guard on duty.</li> <li>• Access to supply rooms and other restricted areas will be allowed to authorized personnel only.</li> <li>• Ensure to perform partial lock and key control system</li> </ul>				

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			<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>• In case of fire, turn off the main switch.</li> <li>• Use available fire-fighting equipment.</li> <li>• Call Fire Department for help.</li> <li>• Inform the Management immediately.</li> <li>• Clear driveways.</li> </ul> <p><b>2. TRESPASSING</b></p> <ul style="list-style-type: none"> <li>• Challenge and detain trespassers.</li> <li>• Turn-over trespassers to PNP.</li> <li>• Report to the management.</li> </ul> <p><b>3. HOSTAGE SITUATION</b></p> <ul style="list-style-type: none"> <li>• Notify PNP, DSWD and all guards.</li> <li>• Act as temporary negotiator until the arrival of the expert negotiator.</li> </ul> <p><b>4. EARTHQUAKE</b></p> <ul style="list-style-type: none"> <li>• Prevent panic and maintain calm.</li> <li>• Prevent use of direct escape thru other means of exit.</li> <li>• If possible, urge personnel to seek refuge under strong piece of furniture and keep away from dangerous falling objects.</li> </ul> <p><b>5. FLOOD AND TYPHOON</b></p> <ul style="list-style-type: none"> <li>• Prevent crossing of employees on flooded areas.</li> <li>• Prevent exit when there are strong winds outside the building.</li> </ul> <p><b>6. SABOTAGE</b></p> <ul style="list-style-type: none"> <li>• In case of explosion, help evacuate all personnel from affected area.</li> <li>• Inform the Fire Department.</li> <li>• Cordon the affected area to secure evidence.</li> </ul>				

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			<p><b>7. BOMB THREAT</b></p> <ul style="list-style-type: none"> <li>• Immediately report to PNP.</li> <li>• Inform DSWD Management.</li> <li>• Assist evacuation of personnel.</li> <li>• Secure DSWD property and clear from unauthorized persons.</li> <li>• Assist in bomb search, if necessary.</li> </ul> <p><b>8. DEMONSTRATIONS/MASS ACTIONS</b></p> <ul style="list-style-type: none"> <li>• Inform DSWD Management.</li> <li>• Immediately report to PNP.</li> <li>• Maximum tolerance must be observed and maintained at all times.</li> <li>• Ensure that designated open gates must not be blocked by the demonstrators.</li> <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>				
<p><b>Approved Budget for the Contract: Php 310,000.00</b></p>				<p><b>Note:</b>            "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.</p>			
<p>End User: <b>ADMIN / SWAD-SIQUIJOR</b></p>							
<p><b>PURPOSE :</b> To provide security and safety of the properties, goods, supplies, materials and equipment including staff and clients of the SWAD-Siquijor Offices for the period from September to December CY 2022</p>							
<p><i>Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.</i></p>							

  
**BONAPARTE D. CASEÑAS II**  
 Canvasser

\_\_\_\_\_  
 Signature of Supplier / Authorized Representative Over  
 Printed Name



PROJECT NAME: SECURITY MANPOWER SERVICES FOR DSWD FO7 SWAD-SIQUIJOR OFFICE

LOCATION: SIQUIJOR, CEBU

**COST BREAKDOWN**

No.	Description/Computation	Class C
<b>A. Amount Due to Security Guard</b>		
	1. Daily Wage (Per Wage Order No. ROVII-23)	
	2. Basic Salary (DW x 393.5 days / 12)	
	3. 13th Month Pay (DW x 365 days / 12 / 12)	
	4. Service Incentive Pay (DW x 5 Days / 12)	
	5. Night Shift Differential (#2 x 10% / 3)	
	6. Monthly Uniform Allowance (RA 5487)	
	7. Retirement Benefit (DW x 22.53 / 12) (RA 7641)	
	<b>Total (#2 to #7)</b>	
<b>B. Amount Due to Government as Mandated</b>		
	8. SSS (Employer's Share) (compensation based on the total of #2+#4+#5+#6)	
	9. ECC (compensation based on the total of #2+#4+#5+#6)	
	10. Philhealth (Employer's Share)(based on 365days factor) (Circular No. 2019-0009)	
	11. Pag-Ibig Fund (Employer's Share) (RA 9679)	
	<b>Total (#8 to #11)</b>	
<b>C. Amount Due to Security Guard &amp; Government (A + B)</b>		
<b>D. Operating Cost</b>		
	12. Administrative Overhead/Margin which should not be lower than 20% (D.O. 150-16)	
<b>E. Value Added Tax (D x 12%) (BIR Cir.Mem.#039-2007)</b>		
<b>F. Contract Cost per Security Guard</b>		
	No. of Manpower per Class (Total: 3):	3
	Project Duration (Months):	4
<b>TOTAL BID PRICE:</b>		

Submitted by:

\_\_\_\_\_

Contractor, Name & Signature