

REQUEST FOR QUOTATION

(53.9 "Small Value Procurement")

Evergreen Security Services Corp.  
Aloha Security Agency  
Golden Sun Security Agency and Janitorial Services

Date: January 14, 2020  
Quotation No.: 0080  
Place of Delivery: City General Services Office

Please quote your lowest price on the items listed below, subject to the General Conditions on the Philippine Bidding Documents on Goods, stating the shortest time of delivery and submit your quotation duly signed by your representative **on or before January 24, 2020 at 10:00 a.m.**

ERWIN E. BERNARDO  
BAC-Chairperson

- Note:** ALL ENTRIES MUST BE TYPEWRITTEN / LEGIBLY WRITTEN.
- 1. DELIVERY PERIOD **TWELVE (12) MONTHS**
  - 2. WARRANTY SHALL BE FOR A PERIOD OF THREE (3) MONTHS FOR EXPENDABLE SUPPLIES, ONE (1) YEAR FOR NON-EXPENDABLE SUPPLIES, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
  - 3. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS.
  - 4. G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION, IF AVAILABLE.
  - 5. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.
  - 6. **INDICATE BRAND NAME OF ITEMS BEING OFFERED.**
  - 7. **DROP YOUR QUOTATION IN A SEALED ENVELOPE AND PROPERLY LABELED-**
  - 8. **Bidders are requested to submit PHILGEPS Platinum Certificate, Omnibus Sworn Statement, Latest ITR and BUSINESS/MAYOR'S PERMIT**
  - 9. **Downloaded Form must be duly signed by BAC Chairman prior to submission for the opening of bidding documents.**
  - 10. **For Tires and Batteries, ONE (1) YEAR WARRANTY**

ITEM NO.	ITEM & DESCRIPTION	BRAND NAME	QTY	Unit	UNIT PRICE	TOTAL
1.	<b>Security Services Without NSP (Mon-Sun)</b> 2 Security Guards x 16,044.00/mo x 12 months= 387,648.00 from Jan. 1 to Dec. 31, 2020 <b>Estimated Cost: P385,056.00</b>		2	s.g.		
2.	<b>Security Services With NSP (Mon-Sun)</b> 1 Security Guard x 17,421.00/mo x 12 months= 209,052.00 from Jan. 1 to Dec. 31, 20120 <b>Estimated Cost: P209,052.00</b>		1	s.g.		
	<b>Period of Contract Services: One (1) year</b>					
	<b>Other Requirements:</b> 1. <b>DOLE COMPLIANT (DO No. 150-16)</b> Must pay everything due to the guard such as but not limited to service, incentive leave, premium pay, overtime pay, holiday pay, nightshift differential, 13th month pay, rest day pay and separation 2. <b>FIREARMS AND AMMUNITION.</b> In post where there is only one (1) guard on duty, he shall be issued 9mm 9mm PISTOL with SPARE MAGAZINE and AMMUNITION. In post where there are two (2) or more guards on duty, one (1) will be issued a SHOTGUN. No guard posted shall be without any firearm. 3. <b>Uniforms/Licenses:</b> The security guards to be assigned and/or posted by the AGENCY to the City Gov't shall be in uniform and duly licensed as private security guards in accordance with Republic Act No. 5487, as amended, as well as with the Rules and Regulations of the Philippine National Police; 4. <b>TRAININGS.</b> Require BOMB THREAT MANAGEMENT and FIREARM PROFICIENCY after assumption. Submit guards list, biodata, clearances & security licenses. At least 5'2" in height, high school grad & not more than 56 year old. Will require DRUG TEST and					

	<p>NUERO-PHYSC EXAMS frim PHS, PRO9 for all guards to be posted.</p> <p>5. <b>OTHER EQUIPMENT.</b> Each guard on night duty shall be issued one (1) flashlight each. They should also be issued raincoat and boots to enable them to patrol the area when it rains. There should be a regularly replenishment of the logbooks, ball pens, batteries and other necessary items; &amp; means of communication in times of emergency.</p> <p>6. <b>Other Requirement:</b> 13th month pay to be paid as a whole on or before every 15th of December. Any &amp; all receivables of the guard, security agencies are required by Law to advance.</p> <p><b>TERMS AND CONDITIONS:</b></p> <p>To ensure post is always manned during the time required, the AGENCY shall maintain and make available guard relievers and/or replacement when the need arises, such as in the case of absences, however in the event of shortage of relievers, the AGENCY shall have the option to extend the working hours of any guards of the promises to cover the post of the absentee, for that day only, The AGENCY shall maintain SECURITY and/or INSPECTORS to secure effective security Management and supervision.</p> <p>DOUBLE-POSTING of security guards, that is security guards rendering two (2) shifts is not allowed. The security guard becomes ineffective in his second shift as he is tired from his first shift. He should be entitled to his well deserve break/rest and to attend to personal and family matters after his first shift.</p> <p>There shall be no employer/employee relationship between the City Government and the guards whom the AGENCY may assign to perform the services called for hereto, on the other hand, the AGENCY hereby acknowledges that no authority has been conferred upon it by the City Government other than for the purpose for which they are intended. The security guards whom the AGENCY may assign to perform the services called for are not in any way or manner connected with or related to the City Government, and whatever instructions that may be given by the City Government directly to the AGENCY's security guards shall be construed simply as a desire by the City Government to ensure efficient services;</p> <p>It is expressly understood and agreed between the PARTIES hereto that the persons whom the AGENCY may assign to perform the services called for are and shall remain the employees only of the AGENCY, As such, the AGENCY hereby warrants to fully comply with the provisions of the NEW LABOR CODE, as well as other laws, Rules and Regulations and the administration, discipline and the supervision of the Security Guards to be assigned by the AGENCY under this Contract shall conform with Republic Act. 5487, otherwise known as the "Private Security Law" as amended, and the implementing Rule and Regulations prescribed there under by the Chief of the Philippine National Police and PNP-RCSU as well as those of the AGENCY;</p> <p>The AGENCY shall remain and exercise the sole, exclusive and absolute rights as employer to select , rotate, reassign, suspend lay-off, terminate and/or impose disciplinary action over the individual action over the individual, watchman/security guard assigned by it to the City Government and it is further understood that the AGENCY shall select, engage and discharge its employees or agentsm or otherwise direct and control their services, and the determination of wages, salaries and compensation of its employees shall be within the standard provided by our existing labor law;</p> <p>The AGENCY shall assume full responsibility</p>					
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	<p>for the loss due to theft pilferage, robbery and trespass which the City Government may suffer during the watch hours of the assigned security guards, provided, that it shall have been established beyond reasonable doubt after due investigation, that said loss or damage was principally due to the negligence of the security guards of the AGENCY. The AGENCY is principally liable for the loss and in no case will the security guard/s bear solely the cost of the loss or damage.</p> <p>The 11 General Orders shall be posted at each post/guard house. The AGENCY shall provide well-groomed and mindful of proper hygiene security guards.</p> <p>The AGENCY shall provide the CLIENT copies of LESP of security guards, agency's LTO &amp; firearms licenses.</p> <p>The AGENCY shall immediately notify the City's Chief Security Officer any incident occurring at the post.</p> <p>Failure to comply with any of the requirements in this PURCHASE REQUEST shall be a ground for the revocation of the security contract.</p>					
Purpose: For official use in the Office of the Civil Registrar, this city						

Brand and Model

Delivery Period

Warranty

Price Validity

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After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Printed Name / Signature

Tel. No. / Cellphone No.

e-mail address

Date