

SF-GOOD-60

**REQUEST FOR QUOTATION
(53.9 "Small Value Procurement")**

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

Date: January 15, 2020

Quotation No.: 0081

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.	Security Services Without NSP (Mon-Sun) @P16,044.00/person/month Jan 1, 2020 to Dec. 31, 2020 Estimated Cost: P385,056.00		2	s.g.		
2.	Security Services With NSP (Mon-Sun) @17,421.00/person/month Jan 1, 2020 to Dec. 31, 2020 Estimated Cost: P418,104.00		2	s.g.		
	Requirements 1. Department of Labor and Employment (DOLE) Certificate of Compliance (COC); 2. Submission of the following: 2-a. Department of Labor and Employment (DOLE) "No Pending Case" 2-b. National Labor Relations Commissions (NLRC) "No Pending Case" 2-c. License to Operate (LTO) 3. Proof of payment and Clearance of the following: (must be current/dated) 3-a. Social Security System (SSS) 3-b. PHILHEALTH Clearance 3-c. PAG-IBIG HDMF Clearance and 3-d. TAX Clearance					
	TERMS & CONDITION: 1. The Security guards should be physically fit and strong, mentally alert and preferably in the age group of 30-50 years with a college level education that can read and understand English, Filipino and converse in the local dialect Chavacano. The agency shall ensure that all personnel deployed in the office shall be efficient, skilled and honest. 2. The agency shall provide snames, local and permanent addresses of its security guards					

	<p>deployed to the office and most recent NBI and Police Clearance.</p> <p>3. All security guards should wear clean uniforms, shoes, belts, caps and name badges regularly supplied by the agency. <u>The security personnel must have one (1) side arm and one (1) long arm with proper license renewed up to date at all times to be provided by the Security Agency.</u> The security agency undertakes to ensure compliance of this clause strictly. Failure for which can be a ground for termination of the contract.</p> <p>4. The security guards will have to maintain exemplary discipline and be polite always as well as work for the welfare of the office. They should follow the office rules and regulations and to maintain cleanliness in their designated area/post.</p> <p>5. Security guards will be responsible to check all incoming and outgoing vehicles at the gate as well as the office personnel coming in and out of the complex and to document all that transpire in the complex during their shift and record same in the logbook provided by the office for future reference and accountability. Any situation out of the ordinary or problem, they shall report immediately to the CDRRMO.</p> <p>6. The security agency undertakes to provide full security service arrangement for eight (8) hours duty in securing the office and its personnel. The duty hours of the security personnel will be under:</p> <p>a. First Shift: 07:00a.m. to 03:00p.m. b. Second Shift: 03:00p.m. to 11:00 p.m. c. Third Shift: 09:00p.m. to 05:00a.m. d. Fourth Shift: 11:00p.m. to 07:00a.m</p> <p>7. Absolutely no double shift for the security guard. A replacement shall be made for absent security guard.</p> <p>8. Security Guards should strictly avoid consumption of liquor or smoking and no member of the immediate family shall be allowed to stay or loiter in the complex while they are on duty.</p>					
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Purpose: For official use in the Office of the City Disaster Risk Reduction Management, this city

Brand and Model _____
Delivery Period : _____
Warranty : _____
Price Validity : _____

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