

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: September 14, 2020
 Quotation No.: 0113R
 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 September 23, 2020 at 10:00 a.m.**

ERWIN E. BERNARDO
 BAC-Chairperson

Note: ALL ENTRIES MUST BE TYPEWRITTEN / LEGIBLY WRITTEN.

1. DELIVERY PERIOD **ONE (1) YEAR**
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 NPS (Mon-Sun) 2 Security Guards x 16,044.00/mo x 12 months= 385,056.00 from Jan. 1 to Dec. 31, 2020 Estimated Cost: P385,056.00		2	s.g.		
2.	Security Services With NPS (Mon-Sun) 1 Security Guards x 17,421.00/mo x 12 months= 209,052.00 from Jan. 1 to Dec. 31, 2020 Estimated Cost: P209,052.00		1	s.g.		
	Period of Contract Services: One (1) year ABC for the first (1 st) year: P594,108.00 Office of the City Veterinarian-Main Office 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 Commission (NLRC) "NO PENDING CASE"; & 2-c. License To Operate (LTO) 3). Proof of Payment and Clearance of the following: 3-a) Social Security System (SSS); 3-b) PHILHEALTH Clearance; 3-c) PAGIBIG HDMF Clearance; and, 3-d) TAX Clearance. Other Requirements: 1. DOLE COMPLIANT (DO No. 150-16). Must pay everything due to the 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 pay. 2. FIREARMS & AMMUNITION. In post where there is only one (1) guard on duty, he shall be issued a M1911 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. All firearms must be of good condition and functional.

3. UNIFORMS / LICENSES. The security guards to be assigned and/or posted by the AGENCY to the City Government 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 Republic of the Philippine National Police;

4. TRAININGS. Should have RECENTLY passed all mandatory tests (drug test, neuro-psych), trainings and refresher course. Should have training in BOMB THREAT MANAGEMENT & FIREARM PROFICIENCY prior to deployment;

5. OTHER EQUIPMENT. 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;

6. OTHER REQUIREMENT. Maintenance of a DUTY OFFICER preferably at the office to enable duty guard to contact in case of emergencies;

TERMS AND CONDITIONS:

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 premises to cover the post of the absentee for that day only; The AGENCY shall maintain SECURITY OFFICERS and/or INSPECTORS to ensure effective security management and supervision.

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-deserved break/rest and to attend to personal and family matters after his first shift.

The correct number of security guards deployed as stated in the security contract should be STRICTLY followed at all times. Failure to observe this is a serious breach of contract.

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;

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 provision 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 No. 5487, otherwise known as the "Private Security Law" as amended, and the implementing rules and regulations prescribed there under by the Chief of the Philippine National Police

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<p>and the PNP-RCSU as well as those of the AGENCY;</p> <p>The AGENCY shall remain and exercise the sole, exclusive and absolute right as employer to select, rotate, reassign, suspend, lay-off, terminate and/or impose disciplinary 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 employee or agents or otherwise direct and control their services, and the determination of wages, salaries and compensation of its employees shall be within the standard provided for by our existing labor law;</p> <p>The AGENCY shall assume full responsibility 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 after it had also established with the same degree of proof that the property or articles before the loss or damaged occurred or was discovered.</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>					
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PURPOSE: For Official use in the Office of the City Veterinarian, 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