



PRESIDENTIAL COMMISSION ON GOOD GOVERNMENT
Bids and Awards Committee

REQUEST FOR QUOTATION

For Supply of Security Services for PCGG Tacloban Properties and Assets

Date: October 12, 2022
RFQ No.: BAC-SVP-2022-002

Name of Company: _____
Address: _____
Tel. No.: _____
Fax No.: _____

Please quote your best offer for the item described below, subject to the Terms and Conditions provided hereof. Submit your quotation duly signed by you or your duly authorized representative and copies of the requirements in two (2) separate envelopes.

The first envelope shall contain the following:

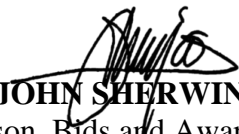
1. SEC/DTI Registration Certificate (stamped as "Certified True Copy");
2. PhilGEPS Registration/Organization Number (stamped as "Certified True Copy");
3. Mayor's/Business Permit (stamped as "Certified True Copy");
4. Taxpayer's Identification Number (TIN) (stamped as "Certified True Copy");
5. Computation of the Net Financial Contracting Capacity (NFCC);
6. Current PNP License to Operate (stamped as "Certified True Copy");
7. Clearance from PADPAO and SAGSD (stamped as "Certified True Copy");
8. Audited Financial Statements stamped "RECEIVED" by the BIR with Auditor's Certificate for the year ending December 31, 2021 (stamped as "Certified True Copy");
9. Income/Business Tax Return FY 2021 (stamped as "Certified True Copy");
10. VAT Registration Certificate (stamped as "Certified True Copy");
11. Tax Clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR (stamped as "Certified True Copy");
12. Statement of all on-going and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid
13. List of Equipment (licensed firearms, vehicles, etc.)
14. Certification on the inclusion of the 12% VAT in the bid proposal
15. Notarized Omnibus sworn statement by the prospective bidder/supplier or its duly authorized representative as to the following:
 - 15.1 It is not blacklisted or barred from bidding by the government of the Philippines (GOP) or any of its agencies, offices, corporations or LGUs;
 - 15.2 Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
 - 15.3 It is authorizing the PCGG Chairperson or its duly authorized representative and the BAC to verify all the documents submitted;
 - 15.4 The signatory is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;

- 15.5 It complies with existing labor laws and standards;
- 15.6 It complies with the responsibilities of a prospective or eligible bidder provided in this RFQ and/or its Terms and Conditions;
- 15.7 Disclosure of no relationship by consanguinity or affinity up to the third civil degree to the head of the PCGG, to the BAC members and its Secretariat, or to anyone who directly or indirectly took part in the bidding process;
- 15.8 It did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the PCGG in relation to any procurement or activity.

The second envelope shall contain the duly accomplished Bid Form with duly signed Terms and Conditions and Cost Distribution.

Questions regarding the procurement will be discussed at the pre-bidding conference on **October 24, 2022 at 1:00PM** at the PCGG Salonga Conference Room, Ground Floor, IRC Building, 82 EDSA, Mandaluyong City and/or through video conferencing or webcasting via ZOOM or Google Meet, which shall be open to all prospective bidders.

Sealed quotations may be submitted or mailed to the **BAC Secretariat c/o CHRISTOPHER A. VERGARA**, Presidential Commission on Good Government (PCGG), IRC Building, 82 EDSA, Mandaluyong City with telephone number 8705-1217 on or before **November 7, 2022 at 1:00 pm.** which shall also be the opening date. The proceedings shall be conducted face to face and/or through video conferencing or webcasting via ZOOM or Google Meet.


DIR. JOHN SHERWIN S. JAO
Chairperson, Bids and Awards Committee

TERMS AND CONDITIONS

1. The Bidders must provide correct and accurate information required in this RFQ.
2. The Approved Budget for the Contract (ABC) is **Nine Hundred Ninety-Three Thousand Pesos (PHP 993,000.00)**, inclusive of 12 % VAT and other applicable government taxes, chargeable against the PCGGs Special Provision of FY 2023 GAA.
3. Quotations exceeding the ABC shall be rejected.
4. The subject of the RFQ is the **Supply of Security Services for PCGG Tacloban properties and assets, specifically for the Sto. Nino Shrine and People's Center located at Real Street, Tacloban City, Leyte** with approximate areas of, more or less, 4,935 square meters and 1,982 square meters, respectively.
5. Questions regarding the procurement will be discussed at the pre-bidding conference on **October 24, 2022 at 1:00 pm** at the PCGG Salonga Conference Room and/or through video conferencing or webcasting via ZOOM or Google Meet, which shall be open to prospective bidders.
6. The security agency must supply the necessary personnel and equipment for the required services, with the following general conditions:
 - a. the security personnel it shall deploy to PCGG must have good moral character and necessary skills/training/s
 - b. with duly licensed firearms, communication and other equipment necessary to discharge the functions of its security personnel
 - c. medical clearance, including neurology examination and drug test
 - d. COVID-19 negative test result taken not more than 14 days prior to deployment of guards or proof of COVID-19 vaccine inoculation.
 - c. PADPAO member
7. The scope of work is to provide security services by deployment of three (3) guards with detail and tour of duty divided into two (2) shifts daily from 7:00 a.m. to 7:00 p.m. (1 guard), and from 7:00 pm to 7:00 am (2 guards). They shall provide adequate and appropriate security through round-the-clock vigilance over the Sto. Nino Shrine (SNS) and People's Center and Library (PCL), including, artworks, paintings, artifacts, furniture and fixtures, records, books, documents, properties and supplies found therein.

The above number of guards may be increased or decreased depending on PCGGs requirements. The PCGG through its regional representative shall exercise supervisory functions over the security guards, including their replacements and/or assignments.
8. The period of the contract is from **01 January 2023 to 31 December 2023**, subject to its pre-termination clause.
9. Award of contract shall be made to the lowest calculated and responsive quotation which comply with the technical specifications and other terms and conditions stated herein.
10. Within fifteen (15) days from receipt of the Statement of Account with complete supporting documents, the PCGG or its Regional Office, as the case may be, shall pay the security agency for actual services rendered, subject to existing labor laws and government accounting rules and regulations.

In case a law is passed or a lawful order is issued increasing the minimum wage or requiring additional compensation in any form, the amount of consideration per guard shall be adjusted accordingly.

11. The PCGG shall have the sole right and prerogative to terminate the services of security agency serving notice upon it.
12. PCGG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract pursuant to Section 41 of the 2016 Revised IRR of RA 9184.
13. Price quotation must be valid for a period of forty-five (45) calendar days from the date of submission.
14. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative.
15. Liquidated damages equivalent to one-tenth of one percent (0.001%) of the value of the goods/services not delivered within the prescribed delivery period shall be imposed per day of delay. The PCGG shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Conforme:

Name and Signature of Bidder

Date: _____

BID FORM

Date: _____
RFQ No.: **BAC-SVP-2022-002**

Name of Company: _____
Address: _____
Business Permit No.: _____
TIN No.: _____
PhilGEPS Registration/Organization No. : _____

After having carefully read and accepted the attached Terms and Conditions, I/We submit our quotation for the item as follows:

Item Description	Contract Term	Approved Budget for the Contract	Offer					
			Price (Supply of three (3) security guards for 12 months)			Compliance with Technical Specifications (please check)		Remarks
			Qty.	Unit Price	Total Price (VAT Inclusive)	Yes	No	
Supply of three (3) Security Guards for PCGG Tacloban Regional Office	One Year	PhP993,000.00				[]	[]	

Signature over Printed Name

Contact Number (Landline and/or
Cellphone Nos.)/e-mail address



PRESIDENTIAL COMMISSION ON GOOD GOVERNMENT
Bids and Awards Committee

**COST DISTRIBUTION FOR THE PROCUREMENT OF
SECURITY SERVICES FOR TACLOBAN, FY 2023**

A	AMOUNT DIRECTLY TO GUARD	2 Guards Night Shift	1 Guards Day Shift
	New Daily Wage (DW) ₱ 375.00 @ 12 Hours Duty		
	Average Pay/month (DW x 394.4/12)	₱ 12,325.00	₱ 12,325.00
	Night Differential Pay (Ave. pay/mo.x10%x1/2)	616.25	-
	13th month pay (DW x 365/12/12)	950.52	950.52
	5 days incentive leave (DW x 5/12)	156.25	156.25
	Uniform allowance	100.00	100.00
	Overtime	7,805.99	7,805.99
	TOTAL AMOUNT DIRECTLY TO GUARD	21,954.01	21,337.76
B	AMOUNT TO GOVERNMENT IN FAVOR OF THE GUARD		
	Retirement Benefit (R.A. 7641) (DW x 22.5 /12)	703.13	703.13
	SSS Premium (Employer's share)	1,700.00	1,700.00
	SSS Mandatory Provident Fund	170.00	170.00
	Philhealth Contribution (Employer's share) 4% of Mo. Basic / 2	246.50	246.50
	State Insurance Fund	30.00	30.00
	PAG-IBIG Fund	100.00	100.00
	Total	2,949.63	2,949.63
C	TOTAL AMOUNT TO GUARD AND GOV'T	24,903.64	24,287.39
D	ADMIN. OVERHEAD AND MARGIN		
E	12% Value Added Tax (12%x D)		
F	MINIMUM CONTRACT RATE (C+D+E)		
G	BID PROPOSAL FOR TWELVE HOURS FOR 12 MONTHS (F X 12 months x no. of guards)		
H	TOTAL BID FOR THREE (3) GUARDS FOR 12 MONTHS		