



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office I

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION SMALL VALUE PROCUREMENT OF SECURITY SERVICES
No. 2017- 11-379

The **Department of the Interior and Local Government Regional Office 1 (DILG RO 1)**, through its Bids and Awards Committee (BAC), invites reputable security agencies to submit their quotation for **Procurement of Security Guard Services for the Period Covered January 1, 2018 to December 31, 2018** with an Approved Budget for the Contract (ABC) of **Six Hundred Thousand Pesos (Php 600,000.00)** which the entity will procure through Small Value Procurement in accordance with 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

I. SCOPE OF SERVICES/REQUIREMENTS

Security Agency

- 1) The Security Agency must be duly licensed, registered, and a member of PADPAO with proper operating permits and other statutory requirements. It must have been engaged in the business for at least three (3) years.
- 2) The proof of paid remittances for the following (concerned) government agencies: SSS, PHILHEALTH and PAGIBIG will be in the form of a certification issued by the said agencies.
- 3) The Security Agency will provide four **(4) security guards** on a 24-hour working schedule daily.
- 4) The Security Agency will provide consistent and quality service through qualified, licensed, bonded, uniformed, highly trained and armed security guards, who shall guard and protect the properties and premises of DILG RO 1, sixteen hours daily including Saturdays, Sundays and Holidays. Security guards shall be posted at the gate and do regular roving in and around the office premises, especially at nighttime to ensure that no trespassing or other illegal activities are conducted within the premises of DILG RO1.
- 5) The Security Agency shall secure ingress and egress within the DILG RO 1 premises of all persons or vehicles, and things/materials brought in and out of said premises including the conduct of reasonable check on persons and properties as normally done in public or private establishments and places for purposes of ensuring safety and security against unauthorized persons, vehicles, and/or things or materials.

"Matino, Mahusay at Maaasahan"

City of San Fernando, La Union

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- 6) The Security Agency shall immediately make the necessary reports of any incident to DILG RO 1 management and/or to other concerned authorities for purposes of police and other official investigations.
- 7) The security guards assigned shall be provided with proper agency uniforms and visible identification badges. They must also be duly licensed.
- 8) The security guards shall be equipped with original, branded, and duly licensed firearms and ammunitions necessary in the course of their security enforcement and maintenance of peace and order at the premises of the DILG RO 1 Building and its immediate vicinity. (Annex "A")

Security Personnel

- 1) The assigned security guards must have previous experience of at least 3-years and with adequate knowledge in communicating in English and/or Filipino. He/she must be reliable, honest, and courteous. (Annex "B")
- 2) The security guards must undergo and pass the required psycho-neuro examination and drug test conducted by a reputable Philippine National Police (PNP)/National Bureau of Investigation (NBI) accredited testing agency.
- 3) The security guards must be ready to perform other tasks as may be required by DILG RO 1 management, related to security, safety and protection such as registering visitors, inspection of bags or cargo (in & out), inspection of vehicles, escorting VIPs and other administrative functions.

II. CONTRACT PERIOD AND EXTENSION

The Security Agency shall provide four (4) security guards on a 24-hour working schedule daily from January 1, 2018 to December 31, 2018.

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