



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

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION
No. 2025 - 12-278

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 January 1, 2026 to December 31, 2026** with an **Approved Budget for the Contract (ABC)** of **Eight Hundred Thousand Pesos (Php800,000.00)** which the entity will procure through Small Value Procurement in accordance with Section 34 of the Implementing Rules and Regulations of Republic Act No. 12009.

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 three **(3) 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

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City of San Fernando, La Union

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private establishments and places for purposes of ensuring safety and security against unauthorized persons, vehicles, and/or things or materials.

- 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

The Security Agency shall provide three (3) security guards on a 24-hour workschedule daily from January 1, 2026 to December 31, 2026.

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III. SECURITY PLAN AND QUOTATION

The Quotation shall contain a breakdown of all costs, including cost of supplies and equipment, necessary for the execution of the contract. It shall be submitted together with a Proposed Security Plan. (Annex "C")

IV. PAYMENT ARRANGEMENT:

Payment shall be done on a bi-monthly billing basis.

DILG RO 1 now invites legally, technically, financially capable and reputable security agencies to submit their quotation for **Procurement of Security Guard Services for the Period January 1, 2026 to December 31, 2026.**

Sealed quotations and documentary requirements (Annex "C") must be delivered/submitted to the address below on or before Dec. 17, 2025, 2:00pm. Late proposal shall not be accepted.

**THE BIDS AND AWARDS COMMITTEE
DILG REGIONAL OFFICE 1
AGUILA ROAD, SEVILLA
CITY OF SAN FERNANDO, LA UNION**

The DILG RO 1 reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may contact **RHODORA G. SORIANO**, BAC Chairperson or the BAC Secretariat at Tel. No. (072) 607-4469.

RHODORA G. SORIANO
BAC Chairperson

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ANNEX "A"
LIST OF EQUIPMENT TO BE SUPPLIED BY THE SECURITY AGENCY

A. Firearms/Ammunition

User	F/A Type	Qty.	Ammunitions
Security/ Roving Guards	9mm pistol	3	11 rounds

Note: All Firearms to be issued to security guards must be original, branded and duly licensed. In addition to the above Firearms/ Ammunitions, the security guards are required to have nightsticks, handheld metal detector and teargas as additional paraphernalia to complement the issued firearms.

B. Communication Equipment to Be Supplied By the Security Agency

The Agency shall also provide cellular phones to Security Guards that will serve as back- up in case problems should arise in existing radio communication system to ensure continuity of communication among the security guards, the client and Agency and ensuring faster reaction to any eventuality.

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ANNEX "B"
ADDITIONAL SET OF TECHNICAL PARAMETERS

Security Services

1. Stability

- (a) Years of Experience
 - at least three (3) years
- (b) Liquidity of the Contractor
 - Net Financial Contracting Capacity (NFCC) at least equal to ABC
- (c) Organizational Set-up

2. Resources

- (a) No. of Licensed Firearms
 - Three (3) licensed firearms
- (b) No. and Kind of Communication Devices
 - Three (3) handheld radios/cellular phones
- (c) No. of Licensed Guards
 - Three (3) licensed guards

3. Security Plan

- Detailed measures and innovations to be undertaken to ensure that entry and exits of personnel are monitored, loss of equipment and valuables are minimized, and threat to property and personnel are secured
- For bomb threat, fire, robbery, hostage situation & natural calamities
- VIP protocol

4. Other Factors

- (a) Recruitment and Selection Criteria
 - neuro/psychiatric and drug tests with proof of certificate from government accredited granting office
 - at least 2nd year college
- (b) Completeness of Uniforms and Other Paraphernalia
 - cap, white long sleeves collar with neck tie, blue pants, black shoes
 - hand-cuffs, metal detector, flashlight, tear gas, medical kit, pro-baton night stick

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ANNEX "C"
PRICE QUOTATION FORM

Date

The Bids and Awards Committee
Department of the Interior and Local Government Regional Office 1
City of San Fernando, La Union Sir/Madam:

We have carefully read and understood ALL the terms and conditions in the Request for Quotation and hereby accept and certify that we have complied with the same. Thus, we respectfully submit, hereunder our quotation/s for the item/s as follows:

Item No.	Unit	Item Description	QTY	UNIT PRICE	TOTAL
1	person	Security Guards (24-hour working scheduled daily)	3		

GRAND TOTAL
Php _____

(Amount in Words)

The above-quoted prices are inclusive of all costs and applicable taxes.

*Please see attached **SECURITY PLAN** and eligibility requirements such as (i) **Mayor's Permit**; (ii) **DTI or SEC Registration Certificate**; (iii) **PhilGEPS Registration**; and (iv) **Tax Clearance**.*

Signature of Representative

Name of Company

Name of Representative

Address and Contact Number

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