



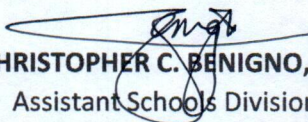
**Republic of the Philippines**  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**REQUEST FOR QUOTATION**

Standard Form No.:SF-GOOD-60  
 Revised on: May 24, 2004  
 Standard Form Title: Request for Quotation

Supplier:	Requesting Unit:OSDS/N. Ebanio
Address:	PR No.: 2023-11-335
Telephone No.:	Quotation No.: 2023-11-324
e-Mail:	Date: November 23, 2023
Delivery Period:	ABC: 659,400.00

Please quote your lowest price on the item/s listed, subject to the General Conditions below, stating the shortest time of delivery and **submit your quotation in a sealed envelope** duly signed by your representative not later than **November 29, 2023 @9am**

**Failure to submit this on or before the due date aforstated will be a ground for disqualification.**

  
**CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI**  
 Assistant Schools Division Superintendent  
 Chairman, Bids and Awards Committee

**REQUIREMENTS:**

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Omnibus Sworn Statement if above 50,000.00
4. Income/Business Tax Return 500,000.00 and above

**Note:**

- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ Delivery period within \_\_\_\_\_ Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	3	Pax	Male security guard *Guarding schedule: 6:00am-3:00pm 3:00pm-12:00pm 12:00pm-7:00am *Please refer to the attached sheet for the procurement specifications, requirements and other information		
			<b>TOTAL</b>		

Purpose: Procurement of security services for the Schools Division of Baguio City

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 Tin

\_\_\_\_\_  
 Date/Telephone No.

Canvassed by:



Address: 82 Military Cut-off Road, Baguio City  
 Telephone/Fax: (074) 442-4326 / (074) 442-7819 | Email: baguio.city@deped.gov.ph  
 Website: www.depedpines.com | Facebook Page: facebook.com/DepEdTayoBaguioCity







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**Technical Specifications:**

The Bidder must comply with the following specifications:

**A. Scope of Work or Services to Be Rendered:**

1. Protect the general interest of the Procuring Entity (PE).
2. Guard and secure all property of the PE or its officers/employees within its area of responsibility.
3. Strictly implement standing rules, regulations, guidelines and policies prescribed by the PE.
4. Prohibit the commission of any unlawful or illegal acts within the assigned PE's premises or its area of responsibility.
5. Report and provide assistance in cases of any sign of disorder, riots, strike or any serious violation of the law.
6. Protect PE or government property from theft, pilferage or damage.
7. Report and provide assistance in cases of any emergency situations, such as fire, typhoon, or natural calamities.
8. Shall provide a roving Guard Supervisor that will monitor the detailed Security Guards on a regular basis (per shift)
9. Perform their tasks in accordance with the Eleven General Orders, Code of Ethics and Code of Conduct of Security Guards as stated in RA 5487 (Act Governing the Organization 13 and Management of Private Security Agencies).

**B. Manpower/Security Guard (SG) Qualifications**

- a. At least high school graduate;
- b. Of good moral character and reputation, courteous, alert and without criminal or police record;
- c. Physically and mentally fit;
- d. At least five feet two inches (5'2") in height;
- e. Duly licensed and properly screened and cleared by the Philippine National Police (PNP), National Bureau of Investigation (NBI), and other government offices issuing clearances for employment;
- f. In proper uniform, neat and clean in appearance with the appropriate identification cards, and with other security paraphernalia such as flashlight, hand held radio, night stick, whistle & other essential security paraphernalia;
- g. Armed with appropriate and functional rifle, shotgun, pistol or revolver, with sufficient ammunition at all times during hours of duty;
- h. Must have passed the Pneuro-Psychiatric Exam; and
- i. In possession of such other qualifications required by Republic Act (RA) No. 5487, as amended.

**C. Obligations and Responsibility of the Security Agency**

1. Assume all losses in their areas of responsibility due to negligence/pilferages and negligence of their security guards after thorough investigation;
2. Assume full responsibility for the acts of its SGs during performance of their duties;
3. Cooperate with the PE's official investigation of any suspected criminal activity or in case of theft or similar incidents in their assigned area;



\*DepEd SDO Baguio City: We Serve, We Care.\*

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Website: [www.depedpines.com](http://www.depedpines.com) | Facebook Page: [facebook.com/DepEdTayoBaguioCity](https://www.facebook.com/DepEdTayoBaguioCity)



ISO 9001:2015 Certified  
Quality Management System  
CRN RU-19-2560-026  
Issued on 12/27/2019





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4. Be responsible for the safety of their SGs in the performance of their duties in providing security services to the PE;
5. Provide the total number of guards required in the assigned area every shift per Section III hereof;
6. Provide each SG on posts with firearm, handheld radio and metal detector at all times and ensure that said equipment conform to the applicable standards and covered with appropriate and valid licenses and documents;
7. Shall conduct a physical security survey and inspection prior to the posting of the guards to define the areas, buildings and other structures considered critical and vulnerable;
8. The Security Agency shall not change or replace the SG without prior notice at least three (3) working days, and approved by the PE;
9. Have the SG changed or replaced at any time upon request of the PE for justifiable reasons; and
10. Must provide their security guards with contact numbers of the PNP, BFP and hospitals for ready reference during emergency cases.

**D. Satisfactory Level of Performance**

The Service Provider/Supplier shall maintain a satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria. The performance criteria to be applied shall include, among others, the following:

- a. Quality of service delivered;
- b. time management and initiative;
- c. attitude and professional ethics;
- d. punctuality and attendance; and
- e. submit incident reports to the PE thru the Administrative Officer V within twenty-four (24) hours after the incident for immediate action/resolution by the PE.

**E. Additional Requirements**

**1. Stability**

- a. Years of Experience – at least three (3) years in security operations.
- b. Liquidity of the Contractor – should have a current ratio (current assets/current liabilities) of 2:1
- c. Organizational Set-up – must be compliant to RA 5487

**2. Resources**

- a. No. of Licensed Firearms – one (1) firearm for every three (3) Security Guards in the Security Agency's employ;
- b. No. & Kind of Communication Devices – The Security Agency shall provide List of Communication Devices Owned (ex. Hand held radio, mobile and landlines);
- c. No. & Kind of Motor-Powered Vehicles – The Security Agency shall provide List of Motor-Powered Vehicles Owned; and
- d. No. of Licensed Guards

**3. Security Plan**

The Security Agency shall provide a Security Plan for the PE.



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