

**PHILIPPINE INFORMATION AGENCY**  
**61 East Modern Site, Baguio City**  
**Telefax: 620-4527**

**REQUEST FOR QUOTATION (RFQ)**

The Philippine Information Agency (PIA), through its Bids and Awards Committee (BAC), hereby invites all interested suppliers to quote their lowest price on the items listed in the Suppliers Quotation Form (Annex A) subject to the General Conditions stated herein.

NAME OF PROJECT: **HIRING OF ONE (1) SECURITY GUARD FOR THE PIA-CAR NEW BUILDING**

APPROVED BUDGET FOR THE CONTRACT: **Php 171, 225.96**

**General Conditions:**

1. Bidding will be conducted through (Alternative Mode of Procurement) under Section 53.10 of the Revised Implementing Rules and Regulations (IRR) of Republic Act. No. 9184, otherwise known as the "Government Procurement Reform Act."
2. Suppliers are required to submit the following prior to notification by the BAC of the award:
  - a. Valid & current Mayor's/Business permit for \_\_\_\_\_;
  - b. Valid & current PhilGEPS Registration Certificate/Number;
  - c. Income Tax Return (for ABCs above P500K)
  - d. Omnibus Sworn Statement (for ABCs above P50K);
  - e. Bids should be valid for a period of \_\_\_\_\_ days.
3. DELIVERY PERIOD: within \_\_\_\_\_ calendar days upon receipt of the Purchase Order;
4. The total price quoted is subject to VAT and other applicable taxes and payable check;
5. Payment shall be prepared through Advice to Debit Account upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.

For further inquiries, please coordinate with (Jonalyn Ponciano) at telephone number 620-4527/09176361248. The Quotation may be submitted through e-mail at [jonalyn.ponciano@pia.gov.ph](mailto:jonalyn.ponciano@pia.gov.ph) or delivered to the address below:

*61 Purok 7, East Modern Site  
Baguio City, 2600*

The Philippine Information Agency (PIA) reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept offer that is most advantageous to the Government.

  
**MARCELO B. LIHGAWON**  
**BAC CHAIRMAN**

## SUPPLIER'S QUOTATION

ITEM NO.	DESCRIPTION	QTY.	UNIT COST (Php)	TOTAL COST (Php)
1	<b>Security Personnel</b> <i>(attached is the Terms of Reference)</i>  <b>Contract Period</b> July – December 2023  <b>Place of Assignment</b> PIA – CAR with office address at DPS Compound Barangay, Baguio City.  <b>Work Schedule</b> Monday to Sunday 6:00pm to 6:00am  <b>Note: Please attach the Cost Distribution/Price Schedule</b>	1		

DELIVERY PERIOD: \_\_\_\_\_  
 PRICE VALIDITY: \_\_\_\_\_

After having carefully read, understood and accepted the conditions specified in the Request for Quotation, Technical Specification and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

\_\_\_\_\_  
*Printed Name and Signature*

\_\_\_\_\_  
*Business Name and Address*

\_\_\_\_\_  
*Telephone/Mobile No. and E-mail address*

\_\_\_\_\_  
*Date*

## TECHNICAL SPECIFICATIONS

Note: Bidders must state either “Comply” or “Not Comply” in the column “Statement of Compliance” against each of the individual parameters of each Specification:

Item	Specification	Statement of Compliance
1	<p><b>Security Personnel</b> <i>(attached is the Terms of Reference)</i></p> <p><b>Contract Period</b> July – December 2023</p> <p><b>Place of Assignment</b> PIA – CAR Building DPS Compound Barangay, Baguio City</p> <p><b>Work Schedule</b> Monday to Sunday 6:00pm to 6:00am</p> <p><b>Note: Please attach the Cost Distribution/Price Schedule</b></p>	

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name  
Of Authorized Representative

\_\_\_\_\_  
Date



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9810706  
**Procuring Entity** PHILIPPINE INFORMATION AGENCY - CAR  
**Title** HIRING OF ONE (1) SECURITY GUARD  
**Area of Delivery** Benguet

<b>Solicitation Number:</b>	PIA-CAR_SG_2023	<b>Status</b>	Pending
<b>Trade Agreement:</b>	Others		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Security Services		
<b>Estimated Budget for the Contract:</b>	PHP 171,225.96	<b>Document Request List</b>	0
<b>Delivery Period:</b>	6 Month/s		
<b>Client Agency:</b>		<b>Date Published</b>	02/06/2023
<b>Contact Person:</b>	Jonalyn Danga Ponciano Administrative Assistant II DPS Barangay Baguio City Benguet Philippines 2600 63-074-6204527 Ext.123 63-074-6204527 jonalyn.ponciano@pia.gov.ph	<b>Last Updated / Time</b>	01/06/2023 10:49 AM
		<b>Closing Date / Time</b>	09/06/2023 17:00 PM

#### Description

##### TERMS OF REFERENCE FOR SECURITY SERVICES

1. The Security Agency is a duly licensed and bonded security guard operating under the provisions of Republic Act No. 5487, as amended.
2. The guard is to: 1) maintain peace and order, 2) watch, safeguard and protect the property of the Philippine Information Agency – Cordillera Administrative Region (PIA-CAR) regional office from theft, robbery, arson and destruction and damage, 3) protect employees and guests of the PIA-CAR from assault, harassment, threat or intimidation and 4) enforce and implement rules, policies and regulations of the PIA – CAR aimed at maintaining security and safety.
3. Duties of Security Guard, with observance of the general orders prescribed by the implementing rules and regulations of R.A. 5487, as amended with major functions:
  - a. Reports and records all activities within his area of responsibility
  - b. Respond quickly in the occurrence of any untoward incident
4. Assume responsibility with regard to compliance with the requirements of the New Labor Code, the Social Security Act, and other laws pertaining to employer-employee relationships.

##### CONTRACT PERIOD

July – December 2023 and renewal of contract is on a yearly basis.

##### SECURITY GUARD'S BASIC FUNCTIONS

1. Secures the entire premises of the PIA – CAR office;
2. Inspects and Patrols of the entire premises regularly;
3. Authorizes entry of vehicles, personnel and visitors
4. Follow and strictly implement the safety and health protocol in compliance with the requirements of DOH-IATF on COVID-19,
5. Logs/records all the observations/incidents during duty hours,

6. Ensure safety and security of personnel and visitors, and
7. Perform other security related functions as maybe needed in the operations of the agency

**PLACE OF ASSIGNMENT**

PIA – CAR Building at DPS Compound Barangay, Baguio City.

**WORK SCHEDULE**

Monday to Sunday

6:00pm to 6:00am

**QUALIFICATIONS OF GUARD**

1. Good moral character and reputation, courteous, alert and without criminal police record;
2. Physically and mentally fit;
3. Duly licensed and properly screened and cleared by the PNP, NBI, and other offices issuing clearances for employment, and
4. In possession of such other qualifications required by the Republic Act No. 5487 as amended

**MODE OF PAYMENT**

For and in consideration of the above services, the PIA Central Office shall pay the Security Agency in accordance to the agreement entered between the two parties maybe within thirty (30) days after receipt of billing statement.

**SUPERVISION AND CONTROL**

The security agency shall exercise discipline, supervision, control and administration over its guards in accordance with laws, ordinances and pertinent governmental rules and regulations as well as the rules policies laid down by the PIA on the matter.

**EQUIPMENT AND UNIFORM**

The security agency shall also provide and equip the assigned guard with the paraphernalia which include but not limited to:

1. Complete set of security guard uniform
2. One (1) unit duly licensed pistol with ammunitions
3. One (1) flashlight
4. One (1) metal detector and nightstick

Approved by:

HELEN R. TIBALDO (signed)  
Regional Head, PIA-CAR

**Pre-bid Conference**

Date	Time	Venue
06/06/2023	1:00:00 PM	PIA-CAR BUILDING DPS Barangay, Baguio City

**Created by** Jonalyn Danga Ponciano

**Date Created** 01/06/2023

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