

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 OFFICE**

APPROVED BUDGET FOR THE CONTRACT: **Php 286, 606.74**

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 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	Security Services 12-hour Night Shift (6:00pm – 6:00am) Monday – Sunday April – December 2024 31,400.74 x 9 months 1 Security Guard	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	Security Services 12-hour Night Shift (6:00pm – 6:00am) Monday – Sunday April – December 2024 31,400.74 x 9 months 1 Security Guard	

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

TERM OF REFERENCE

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

One (1) security personnel

(to be assigned at PIA-CAR with office address at DPS Barangay, Baguio City)

WORK SCHEDULE

Monday to Sunday

Night shift- 6:01 pm - 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.

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 the assigned security guard with the essential tools and equipment.



PhilGEPS

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Central Portal for
Philippine Government
Procurement Opportunities

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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11878831
Procuring Entity PHILIPPINE INFORMATION AGENCY - CAR
Title SECURITY SERVICES FOR PIA-CAR
Area of Delivery Benguet

Solicitation Number:	PIA-CAR SG032025	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Security Services	Date Published	14/03/2025
Approved Budget for the Contract:	PHP 282,606.66	Last Updated / Time	13/03/2025 14:29 PM
Delivery Period:		Closing Date / Time	24/03/2025 13:00 PM
Client Agency:			
Contact Person:	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		
Description ABC: Php286,606.66 Security Services for PIA-CAR DPS Compound Barangay, Baguio City 12-hour Night Shift (6:00pm – 6:00am) Monday – Sunday April – December 2024 31,400.74 x 9 months 1 Security Guard			

Created by Jonalyn Danga Ponciano
Date Created 13/03/2025

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