



Republic of the Philippines  
**Professional Regulation Commission**  
Manila

**ILOILO REGIONAL OFFICE**

N.B. Bldg., Lopez Jaena Street, Jaro, 5000 Iloilo City

**REGIONAL BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION  
(RFQ) NP No. 2018-001  
(Negotiated Procurement)**

February 26, 2018

Contact Person  
Name of Agency  
Address

Sir/Madam:

Greetings!

In view of two (2) failed biddings, the Professional Regulation Commission-Iloilo Regional Office, through its Regional Bids and Awards Committee (RBAC) is inviting your company to participate in the Negotiated Procurement as provided under Section 53.1 - *Two Failed Biddings* of the 2016 Revised IRR of R.A. No. 9184 for the project: **PROCUREMENT OF SECURITY SERVICES (THREE GUARDS) FOR THE OFFICE OF THE PROFESSIONAL REGULATION COMMISSION, ILOILO REGIONAL OFFICE, ILOILO CITY.**

We are furnishing you herewith a copy of the posted Request for Quotation with Annexes "A-B", for your reference.

An initial meeting for the negotiated procurement with interested suppliers will be conducted on March 5, 2018, 3:00 P.M. The Opening of eligibility documents, technical documents and financial proposal will be on March 12, 2018, 2:00 P.M.

The PRC Iloilo Regional Office reserves the right to accept or reject any offer, to annul the negotiation process and to reject all offers at any time prior to contract award, without thereby incurring liability to affected bidder/s.

For further information, please refer to:

**Romel B. Balisang/Socorro T. Opinion/Daniel Jose C. Cocjin**  
RBAC Secretariat  
Professional Regulation Commission, Iloilo Regional Office, Iloilo City  
3/F NB Building, Lopez Jaena Street, Jaro, Iloilo City 5000  
Email: [prc2.iloilo@gmail.com](mailto:prc2.iloilo@gmail.com)  
Tel. No. (033) 329-2730/(033)329-2733;(033) 329-3705 Telefax (033) 329-2410

Very truly yours,

**BLESILDA T. MASANGCAY**  
Officer-in-Charge  
Chairperson, RBAC

BTM/rbb

## **REQUEST FOR QUOTATION** (Negotiated Procurement)

The PROFESSIONAL REGULATION COMMISSION ILOILO REGIONAL OFFICE (PRC Iloilo), with address at N.B. Bldg., Lopez Jaena Street, Jaro, Iloilo City, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement for the Project: Procurement of Security Services (Three Guards) for One (1) Year in accordance with Section 53.1 – *Two Failed Biddings* of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184.

**Name of Project:** PROCUREMENT OF SECURITY SERVICES (THREE GUARDS) FOR THE OFFICE OF THE PROFESSIONAL REGULATION COMMISSION, ILOILO REGIONAL OFFICE, ILOILO CITY  
RFQ-NP No. 2018-001

**Approved Budget for the Contract:** SEVEN HUNDRED FORTY-ONE THOUSAND ONE HUNDRED THIRTY-NINE PESOS (PHP741,139.00) (INCLUSIVE OF ALL TAXES)

**Specifications:** See attached Annexes “A & B” for the Terms of Reference and Financial Bid.

Interested bidders who are legally, technically and financially capable may submit their quotation/proposal, duly signed by the owner or his duly authorized representative on or before 1:00 o'clock in the afternoon of March 12, 2018 at PRC Iloilo Regional Office, 2nd Floor, N.B. Building, Lopez Jaena St., Jaro, Iloilo City, at which time the quotation/proposal will be evaluated at the Confidential Printing Room in the presence of the representative who may choose to attend.

### TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotations/s must be valid for a period of One Hundred Twenty (120) calendar days from the date of the submission of the quotation.
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
4. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
5. Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any erasures or overwriting shall be valid only if they are properly signed by you or your duly authorized representatives.

Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal:

1. SEC/DTI/CDA Registration;
2. Mayor's Permit/Business License;
3. Tax Clearance (per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR);
4. Latest Annual Income Tax Return and Audited Financial Statement stamped “Received” by the BIR;
5. Statement of all ongoing and completed government and private contracts for the last two (2) years;

6. Statement that agency/company is not blacklisted or barred from bidding by the Government or any of its agencies, offices, corporations or LGU;
7. Sworn affidavit that head of agency/company is not related to the Head of Procuring Entity (HOPE) by consanguinity or affinity up to the third civil degree;
8. Certificate of Good Standing from the Regional Civil Security Unit (RCSU) VI; and
9. Certificate of Registration from DOLE.

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

**TERMS OF REFERENCE (TOR)**

**PROCUREMENT OF SECURITY SERVICES (THREE GUARDS)  
FOR THE OFFICE OF THE PROFESSIONAL REGULATION COMMISSION,  
ILOILO REGIONAL OFFICE, ILOILO CITY**

**I. Approved Budget for the Contract**

The supplier shall bid for all items described in this Terms of Reference, which shall not exceed the Approved Budget for Contract (ABC) in the amount of Seven Hundred Forty-One Thousand One Hundred Thirty-Nine Pesos (PhP741,139.00).

**II. Scope of Service**

The service provider should be able to provide security service with the following specifications:

Item	Specification	Statement of Compliance
1	Security Services (Three Guards) to be assigned at PRC Iloilo Regional Office	
	The security service requirement of the Professional Regulation Commission, Iloilo Regional Office (PRC-Iloilo) shall be for the purpose of maintaining law and order within its premises at Lopez Jaena Street, Jaro, Iloilo City. The security service requirement is needed for the protection and guarding of its properties from theft, robbery, arson, destruction or damage as well as protecting its officials, employees, visitors, guests and the transacting public from assault, harassment, threat or intimidation through enforcement and implementation of plans, policies, rules and regulations relative to the maintenance of security and safety.	
2	In the course of protecting the PRC Iloilo Regional Office officials, employees, visitors, guest and transacting public the security service provider thru a detailed security plan shall enforce, within the PRC parking area and its front gate and its perimeter fence, the clearing of unauthorized vendors, nuisances and illegal terminals of public utility vehicles and the like.	
3	The security service provider shall provide PRC Iloilo Regional Office with qualified and trained Security Guards and Security Officers to, at all times, maintain security and safeguard the buildings, offices and properties within the premises of the PRC Iloilo Regional Office, as well as to provide protection for its officials, employees, visitors, guests and transacting public.	
4	The Security Agency shall ensure, on its account, all equipment necessary for the performance of its obligations under the contract, including the following:	

Item	Specification	Statement of Compliance
	4.1 Firearms (.38 cal. Revolver) with one basic load, at the rate of one (1) unit per security guard on duty or as determined by the peace and order and security conditions in the area of assignment, if on duty; Firearms license Registration Certificate issued by the Firearms Explosive Office – Camp Crame or Certification from the Regional Civil Security Unit (RCSU) VI	
	4.2 One (1) unit of cellular phone for security guard on duty;	
	4.3 One (1) metal detector for each shift on duty;	
	4.4 Logbooks on the station;	
	4.5 One (1) raincoat per security guard on duty;	
	4.6 One (1) teargas for security guard on duty;	
	4.7 One (1) heavy duty flashlight per security guard on duty;	
	4.8 One (1) rechargeable emergency lamp on the station;	
	4.9 One (1) first aid kit for each security guard on duty;	
	4.10 One (1) nightstick per security guard on duty; and	
5	The Security Agency shall likewise provide, on its account the following services and equipment:	
	<p>5.1 Closed-Circuit Television (CCTV) System with six (6) high resolution and rotating smart IR (infrared) cameras.</p> <p>One (1) 32-inch computer-based quadrant monitors and one (1) DVD recorder with 84 hours continuous storage capacity for the office.</p> <p>The control center must be located in the office of the Regional Director.</p> <p>The Bidder shall also provide technical assistance and training of PRC personnel who will operate the same.</p>	
6	The Security Agency shall be liable and answerable to PRC-Iloilo for damages or losses within its premises and for such actions which directly prejudice the integrity, efficiency, and effectiveness of PRC Iloilo Regional Office, its operation, and its officials and employees, caused by or due to the negligence and/or misdemeanor or the Security Agency personnel but not for any loss, damage or harm due to any fortuitous event, force majeure or causes beyond the control of the Security Agency personnel;	

Item	Specification	Statement of Compliance
7	The services to be provided by the Security Agency shall be on a twenty-four (24) hour a day basis, divided into three (3) shifts or eight (8) hours per shift, unless otherwise approved by the Commission in meritorious cases, depending on the security situation. The Security Agency shall deploy three (3) guards at PRC Iloilo Regional Office. On weekends and holidays, three (3) security officers on a shifting basis, shall be posted. The Monthly Detail Schedule with respect to the deployment of guards shall be subject to the approval by the Regional Director.	
<b>QUALIFICATIONS OF SECURITY GUARDS</b>		
1	The Security Service Provider shall provide three (3) Security Guards to be deployed in accordance with the Schedule of Requirements in Section VI hereof;	
2	The Security Officers/Guards shall perform security, and whenever necessary, investigation and escort services, subject to the terms and conditions stipulated herein, and provided that in the event additional guards may be needed, a supplemental contract shall be executed, subject to the availability of funds;	
3	The Security Guards to be deployed by the Security Agency shall have the following qualifications and requirements:	
	3.1 College education and experience of at least three (3) years in the case of Security Officers or Shift-in-Charge and completion of at least high school and one year experience in the case of Security Guards;	
	3.2 NBI, Police, Barangay and other relevant clearance by local and national authorities;	
	3.3 PNP-SAGSD license;	
	3.4 Neuro-psychiatric, drug test and medical certificates;	
	3.5 With at least three (3) days training in customer relations, crowd control, bombs and explosives, disaster management, investigation, fire-fighting and safety, and other related competencies;	
	3.6 Security guards must not be less than five feet and two inches (5'2") in height and not less than 22 years but not more than 40 years of age with waste line of not more than 35 inches;	
	3.7 Orientation on PRC functions, policies, operations, security regulation, and will be subject to screening by the Regional Director prior to actual deployment;	

Item	Specification	Statement of Compliance
<b>SALARIES AND BENEFITS OF SECURITY GUARDS</b>		
1	Security Agency, as the principal employer, must warrant that it is fully knowledgeable of the pertinent provisions of the Labor Code as it pertains to the minimum wage and provisions of the SAGSD-PADPAO current Wage Orders to ensure the adequacy of the compensation of its guards;	
2	The Security Agency shall pay each of the Security Guards the monthly salaries and other fringe benefits, service incentive leave, rest days, overtime pay, 13 <sup>th</sup> month pay, contributions and remittances of SSS, PhilHealth, and PAG-IBIG in accordance with the Labor Code of the Philippines and SAGSD-PADPAO rates, other pertinent laws, decrees, letters of instructions and other existing orders governing private security employment. The Security Agency shall submit duly notarized Monthly or Quarterly reports of remittances (SSS, Phil. Health and Pag-Ibig) to PRC-Iloilo in support of its claims for payout.	
<b>SUPERVISION AND ADMINISTRATION</b>		
1	There shall be no employer-employee relationship between the Commission and the Security Agency. It is expressly understood and agreed that the Security Guards shall, in no case, be considered as employees of the Commission but shall remain as employees of the Security Agency. As such, the Security Agency shall warrant faithful compliance with all the laws, rules and regulations pertaining to employment in the private sector, which are now existing or may thereafter be enacted, including but not limited to the minimum wage, social security, compensation and medical requirements.	
2	The Security Agency shall further warrant that PRC Iloilo Regional Office shall, in no case, be held answerable, accountable or responsible for any accident, injury or death which may be suffered by any of its security guards in the course of the performance of their	
3	The Security Agency shall assign one (1) Head Security Guard who shall have at least 3 years experience in security management who shall exercise the following:	
	3.1 Supervise and direct security services in the Regional Office;	
	3.2 Regularly inspect and monitor performance of Security Guards on duty;	
	3.3 Liaise between the Security Agency and the Commission;	
	3.4 Perform investigation and other related duties;	
	3.5 Technical assistance in operating the CCTV systems; and	

Item	Specification	Statement of Compliance
	3.6 Perform administrative functions including report preparation, verification of Daily Time Records, preparation of duty/shift schedules, etc.	
4	The Regional Director shall have the right to select, change or refuse any security guard assigned to it by the Security Agency. The Security Agency shall provide the PRC Iloilo Regional Office with copies of the 201 files of all security guards.	
5	The Security Agency as employer shall retain and exercise the sole, exclusive and absolute right to suspend, lay-off, terminate and/or impose disciplinary measures; direct and control its personnel; and to assign, rotate or reassign security guards, subject to the approval of a Duty Detail/Schedule by the Regional Director or its authorized representative; Provided, that no Security Guard already assigned in PRC-Iloilo shall be removed, changed or transferred to any place of assignment without cause and sufficient notice to the Regional Director;	
6	The Security Agency shall give prior notice to the Regional Director of any personnel movements and secure the concurrence of the Regional Director of such replacements prior to actual deployment. The Security Agency shall not withdraw or replace any security guard involved in any violation of PRC Iloilo Regional Office policies, rules and regulations or involved in any administrative case against commission officials and employees, until after proper investigation and resolution of the case have been made by PRC-Iloilo and	
7	Concerns and complaints referred to by PRC Iloilo Regional Office to the Security Agency shall be acted upon by the latter within twenty-four (24) hours to the satisfaction of the Regional Director; The Security Agency shall not provide security service to private organizations or enterprises whose interest is in conflict or adverse to that of PRC such as but not limited to Review Center, Review Schools and the like;	
8	The Security Agency shall likewise agree to perform its contractual obligations in coordination with the Office of the Regional Director which shall exercise overall responsibility for the coordinated enforcement of security and incident/crisis and emergency plans, policies, rules, and procedures;	
9	The Security Agency shall require its Security Guards to wear prescribed uniform while on duty. Security Guards shall use log book in order to properly maintain a record of attendance;	
10	The Security Agency and/or its detachments shall submit directly to the Regional Director such weekly and monthly Incident reports and other reports as may be required from time to time by PRC-Iloilo;	



Item	Specification	Statement of Compliance
11	Certificate of Good Standing from the Regional Civil Security Unit (SCSU) VI	
12	The Security Agency shall update/renew and submit to the Commission its performance security, mayor's permit, license, and such other bid documents which may expire during the contract period;	
13	The Security Agency shall submit a certificate of attendance of each replacement guard as proof of their attendance in a seminar or orientation on the performance of their duties.	
14	The Security Agency must be compliant with Department Order No. 174 of the Department of Labor and Employment (Certificate of Registration from DOLE).	

Reminder: The bidder shall only state “COMPLY” or “NOT COMPLY” against each of the individual parameters of each Specification stating the corresponding performance parameter.

### III. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item #	Description	Total Quantity	Delivered, Weeks/Months
1	The Security Agency shall provide:		Upon Notice to Proceed
	a) Security Guards which shall be deployed at the PRC Iloilo Regional Office as follows:	3	
2	The Security Agency shall ensure, on its account, all equipment necessary for the performance of its obligations under the contract, including the following:		Upon Notice to Proceed
	2.1 Firearms (.38 cal. Revolver) with one basic load, at the rate of one (1) unit for security guard on duty or as determined by the peace and order and security conditions in the area of assignment, if on duty with Firearms License Registration Certificate issued by the Firearms Explosive Office-Camp Crame or Certification from the Regional Civil Security Unit (RCSU) VI	One (1) unit for Security Guard on Duty	Upon Notice to Proceed
	2.2 One (1) unit of cellular phone for security guard;	One (1) unit for the supervisor on duty	Upon Notice to Proceed
	2.3 One (1) metal detector for each shift on duty;	One (1) unit	Upon Notice to Proceed

	2.4 Logbooks on the station;	One (1) log book	Upon Notice to Proceed
	2.5 One (1) raincoat with hood, per security guard on duty;	One (1) per Security Guard on Duty	Upon Notice to Proceed
	2.7 One (1) teargas for security guard on duty;	One (1) per Security Guard on Duty	Upon Notice to Proceed
	2.8 One (1) heavy duty flashlight for security guard on duty;	One (1) per Security Guard on Duty	Upon Notice to Proceed
	2.9 One (1) rechargeable emergency lamps on the station;	One (1) unit	Upon Notice to Proceed
	2.10 One (1) first aid kit for each security guard on duty;	One (1) per Security Guard on Duty	Upon Notice to Proceed
	2.11 One (1) nightstick for security guard on duty; and	One (1) per Security Guard on Duty	Upon Notice to Proceed
3	The Security Agency shall likewise provide, on its account the following services and equipment:		Upon Notice to Proceed
	3.1 Closed-Circuit Television (CCTV) System with six (6) high resolution and rotating smart IR (infrared) cameras.	One (1) set	Upon Notice to Proceed
	One (1) 32-inch computer –based quadrant monitors and one (1) DVD recorders with 84 hours continuous storage capacity for the office. The control center must be located in the office of the Regional Director. The Bidder shall also provide technical assistance and training of PRC personnel who will operate the same.	One (1) set	

**PRICE QUOTATION SHEET  
FINANCIAL BID**

**Name of Project:** Public Bidding on the Procurement of Security Services (Three Guards) for the Professional Regulation Commission, Iloilo Regional Office

**Name of Bidder:** \_\_\_\_\_  
\_\_\_\_\_

Gentlemen and/or Ladies:

Having read, examined and accepted the Terms and Conditions/Terms of Reference, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply/deliver SECURITY SERVICES (2018) for the sum of Total Bid Price:

**Breakdown of Cost of Security Services per Guard per Month**

Days worked per week: 7 days                      No. of days/year: 393.50 (12 hours work / day)

PARTICULARS	DAILY WAGE:      Php _____
<b>SCHEDULE 1: AMOUNT PAID DIRECTLY TO GUARD</b>	
Average Pay/Monthly Rate	
Night Differential Pay	
13 <sup>th</sup> Month Pay	
Five (5) Days Incentive Pay	
Uniform Allowance (R.A. 7641)	
COLA	
Overtime	
<b>TOTAL AMOUNT</b>	
<b>SCHEDULE 2: AMOUNT TO GOVERNMENT IN FAVOR OF GUARD</b>	
Retirement Benefit (R.A. 7641)	
SSS Premium	
Philhealth Contribution (MC 027-2013)	
State Insurance Fund	
Pag-Ibig Premium	
<b>TOTAL AMOUNT TO GUARD &amp; GOV'T.</b>	
<b>SCHEDULE 3: AGENCY FEE</b>	
Administrative Overhead and Margin (10% of 3.1)	
<b>SCHEDULE 4: TAXES PAID TO GOVERNMENT (12% VALUE ADDED TAX)</b>	
4.1 VAT	
<b>TOTAL AMOUNT per GUARD</b>	

**TOTAL BID price (inclusive of all taxes):**

₱ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(In Words)

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018

Authorized Representative:

\_\_\_\_\_  
(Signature Over Printed Name)

In the capacity of:

\_\_\_\_\_

Duly authorized to sign quotation/proposal for and on behalf of:

Name of the Agency/Company:

\_\_\_\_\_

Address:

\_\_\_\_\_

Tel. /Fax No(s):

\_\_\_\_\_

**\*THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF VAT.**