

TOURISM

P.R. No.:

241930

Quotation No.: PhilGEPs No.: 244519-2550

Standard Form Title:

## REQUEST FOR QUOTATION

horte	Please quote your lowest price on the item/s li st time of delivery and submit your quotation du 					
					_	
				KATHERÝN		
				PROCUREME	NT OFFICER	
NOTE:	(1) ALL ENTRIES MUST BE TYPEWRITTEN OR LEGIBLY WRITTEN.		OF ACCEPTANCE BY THE END-USER. (4) PRICE VALIDITY SHALL BE FOR A PERIOD OF			
			SIXTY (60) DAYS. (5) G-EPS REG NO., MAYORS PERMIT, DTI/SEC, AND FOR ABC's ABOVE			
	APPROVED FUNDED PURCHASE ORDER (P.O.). Administrative		500K - ITR & OMNIBUS SWORN STATEMENT SHALL BE ATTACHED UPON SUBMISSION			
	penalties pursuant to Sec. 69 of the Revised IRR-RA 918	4 shall (6) BIDI	DERS SHALL SUBMIT OR	IGINAL BROCHURES SHOWING	G CERTIFICATIONS OF	
	be for a minimum for non-delivery without valid reason.	THE P	RODUCTS IF APPLICABLE	. (7) THE APPROVED BUDGET	CEILING FOR THIS	
	(3) WARRANTY SHALL BE FOR A PERIOD OF THREE (3) MON	THS OF PROCE	JREMENT IS (amount in	dicated below)		
	SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, F	ROM DATE Php		500,000.00		
			e par in la galiera	schedule		
	Activities	F	FROM TO			
1	Issuance of Canvass	Thursday August 15, 2024		Tuesday August 20, 2024		
2	Submission of Canvass	Thursday August 22, 2024		10:00 AM		
3	Opening of Canvass	Thursday A	Thursday August 22, 2024		2:00 PM	
#	Item and Description		QTY	UNIT COST	TOTAL	
1	Services, Security Guard		1 lot			
	Six (6) security guards with the following sc	hedule:				
	First shift: 6:00 am - 2:00 pm 2 guards					
	Second shift: 2:00 pm - 10:00 pm 2 guards					
	Third shift: 10:00 pm - 6:00 am 2 guards					
	FOR THE MONTHS OF SEPTEMBER TO DECE	MBER 2024.				
		- ware without				
	PLEASE SEE ATTACHED TERMS AND CONDIT	Camara and Co., and				
	-x-x-x-x-x-x- NOTHING FOLLOWS -x-x-x-x-	x-x-x-				
			-			
			<u> </u>			
				GRAND TOTAL >>>	ON THE REST WAS	
	reservation and the second second second			GRAND TOTAL		
•	Brand and Model :		Warranty:			
	Delivery Period :		Price Validity:			
comm	After having carefully read and accepted your it to deliver the same if adjudged to have the lo			em at prices noted above	e ana nereby	
	Business Name					
				Dusiness Ruine		





## Republic of the Philippines ORMOC CITY TOURISM OFFICE Ormoc City

## Security Services of Ormoc City Tourism Office

## TERMS AND CONDITIONS

- Contract will cover from September to December 2024 subject for extension on a month-tomonth basis for a maximum period of one (1) year in the absence of any notice of termination issued by the management of the Ormoc City Tourism Office prior to the date of expiration.
- From the approved budget, the security provider/agency must provide six (6) security personnel with the following shift/schedule:
  - a) 1st shift @ 6:00AM 2:00PM 2 guards
  - **b)**  $2^{nd}$  shift @ 2:00PM 10:00PM 2 guards
  - c)  $3^{rd}$  shift @ 10:00PM 6:00AM 2 guards
- Number of security personnel can be adjusted during big events provided there will be one (1)
  week notice.
- a) The security provider/agency shall be responsible for the monthly salary and wages of the security personnel in adherence to labor laws and other social legislations;
- b) Services of the security provider can be terminated prior to the expiration for failure to perform its obligation and unsatisfactory level of performance based on prescribed set of performance criteria which shall include, among others, the following:
  - 1. Quality of service delivered
  - 2. Time management
  - 3. Management and suitability of the personnel
  - 4. Provision of regular progress reports
  - Adherence and compliance to Ormoc City Tourism Office management policies.
- c) Prospective bidders must submit the following set of technical parameters:
  - a) Stability of the agency/security provider
    - √ Years of experience
    - ✓ Liquidity of the agency/contractor
    - ✓ Organizational set-up
  - b) Resources
    - ✓ Number of licensed firearms
    - ✓ Number and kind of communication devices
    - ✓ Number and kind of Motor-powered vehicles
    - ✓ Number of licensed guards
  - c) Security Plan
  - d) Other factors
    - ✓ Recruitment and Selection Criteria
    - ✓ Completeness of uniforms and other paraphernalia's

- In addition, prospective bidders must submit the following required documents:
  - Registration Certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives, or any proof of such registration as stated in the bidding documents;
  - b) Current Mayor's Permit issued by the City or Municipality where the principal place of business of the prospective bidder is located;
  - c) Statement of all on-going and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar, or not similar in nature and complexity to the contract to bid;
  - d) The prospective bidders audited financial statement, showing, among others, the prospective bidders total and current assets and liabilities, stamped "receive" by the BIR or its duly accredited and authorize institutions, for the immediately preceding calendar year which should not be earlier than two (2) years from the date of bid submission;
  - e) National Tax Clearance per Executive Order 398, series of 2005, as finally received and approved by the BIR;
  - f) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of IRR of RA 9184;
  - g) Omnibus Sworn Statement

• License to operate as Private Security Agency (for Security Services).

Prepared by:

RANS DANE BENEDICT M. LUCERO Administrative Assistant I

Noted by:

Supervisin Tourism Operations Officer

