



**Presidential Communications Operations Office  
BUREAU OF COMMUNICATIONS SERVICES  
310 PCS Bldg., San Rafael St., San Miguel Malacañang Complex, Manila**

**FINANCE AND ADMINISTRATIVE DIVISION  
Property & Supply Section  
TEL. NO. 87342125  
FAX NO. 87342147 / 87342118**

**REQUEST FOR QUOTATION / PROPOSAL**

PR/REFERENCE NO. 2021-12-0725 12/15/2022  
MODE OF PROCUREMENT SVP DATE

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Sir/Madam:

The Bureau of Communications Services would like to request for a quotation for the following item with ABC of Php 600,000.00:

No.	Qty.	Unit	Particulars/Specification Requirements	Compliant/ Non-Compliant	Unit Price	Total
				(To be filled-up by the supplier)		
	1	Lot	Private Security Guards Services for one year 2 Security Guards who shall render 12 hours per day; Duly licensed under Republic Act 5487 ,otherwise known as "The Private Security Agency Law"  Please see attached "Annex A" for other requirements			
					<b>TOTAL:</b>	

Please quote your government price/s including Vat and delivery charges, if any.  
 For exclusive manufacturer, or distributor, please attach in your quotation a certification.  
 As a condition for award, please be noted that you will be required to submit **Mayor's/Business Permit, Income/Business Tax Return and proof of PHILGEPS registration.**  
 Please submit your quotation to BCS, Finance and Administrative Division, Property & Supply Section at **ground floor, 310 PCS Bldg., San Rafael St., San Miguel, Malacañang Complex, Manila**, or fax it through number **8734-2125** or email to **supplyandprocurement@bcs.gov.ph** not later than **December 20, 2022 AT 5:00 P.M.**

**Terms and Conditions:**

1. Quotation validity shall not be less than **7 calendar days**
2. Indicate brand, model.
3. Terms of Payment: **within 30 working days upon final inspection and acceptance**
  - a. Cash on delivery/Cheque on delivery; or
  - b. Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account)
 Please indicate the following details:  
     Account Name  
     Account Number  
     Bank Name  
     Branch
- Note: Non-Landbank of the Philippines (LBP) account shall be charged service fee.*
4. **Penalty: one tenth (1/10) of one percent for everyday of delay shall be imposed**
5. Indicate warranty, if any.
- 6 All transactions are subject to creditable withholding taxes.
- 7 The quotation shall include the signature of the company's representative.

Received by:

Very truly yours,  
  
**ESTHER G. GUIBONE**

**REQUEST FOR QUOTATION/PROPOSAL**

Procurement of the Security Services for the Bureau of Communications Services, PCS Building 310, San Rafael St., San Miguel, Malacañang, Manila

**Technical Specifications**

[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the.-ConlzaLmay.be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

Item	Minimum Specifications	Statement of Compliance
	<b>SERVICE SECURITY</b>	
1.	<p><b>General Requirements</b></p> <ul style="list-style-type: none"> <li>• The Agency shall provide the Client with 2 Security Guards who shall render 12 hours per day. The number contracted guards may be increased or decreased at any time upon request of Client.</li> <li>• The Agency shall provide the Client with guards duly screened processed, trained, and licensed by the Philippine National Police-SOSIA and having the qualifications according to RA 5487.</li> <li>• The Security Guards to be assigned or posted shall be uniformed and duly licensed as private security guards in accordance with Republic Act No.5487, as amended by Presidential Decree No. 11 and 100, as well as implementing rules and regulations of Philippine National Police;</li> <li>• The Agency shall provide the client a copy of the guard’s 201 file;</li> <li>• The Agency shall provide relievers and/or replacements when the need arises, such as in time of absences, but in case of shortage of relievers, the Agency have the option to extend the working hours of any guard or guards at the premises to cover the post of absentee.</li> </ul>	



2.	<p><b>Delivery Terms:</b></p> <p>Thirty (30) days upon issuance of Notice to proceed commencing from January 1, 2023, to December 31, 2023.</p>	
3.	<p><b>Payment:</b></p> <p>The Client shall pay the Agency the sum of Fifty Thousand &amp; 00/100 (Php 50,000.00) per month for two (2) Security Guards rendering 12 hours duty per day, 7 days a week or 30 days per month which rate shall be adjusted accordingly to the number of days per month.</p> <p>Payment shall be made to the Agency upon presentation of a Statement of Account and the security guard's Daily Time Records.</p> <p>A Statement of Account (SOA) will be submitted to the Client every 16<sup>th</sup> and 30<sup>th</sup> of the month.</p>	
4.	<p><b>Termination of Contract</b></p> <p>Either Party may terminate the contract for legal cause at any time by written notice given to the other party at least one (1) month prior to the intended date of termination. And all court actions from the contract for services shall be filed only in the Courts of Manila to exclusion of all other courts.</p>	

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  2. Indicate brand, model. (if applicable)
- Please indicate the following details:
- Account Name  
Account Number  
Bank Name  
Branch
- Note: Non-Landbank of the Philippines (LBP) account shall be charged service fee.
4. Penalty: one tenth (1/10) of one percent for everyday of delay shall be imposed
  5. Indicate warranty, if any.
  - 6 All transactions are subject to creditable withholding taxes.
  - 7 The quotation shall include the signature of the company's representative.

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Duly authorized to sign the Bid for and behalf of:  
Date: \_\_\_\_\_