



Name of Procuring Entity	: DSSC	Purchase Request No.	: 2021-11-0668
RFQ Date	: 12-01-2021	PR Recorded Date	: 11-29-2021
Standard Form Title	: REQUEST FOR QUOTATION	Office/End User	:

*Company Name	:		
*Address	:		
*Contact No.	:	*TIN NO. [ ]VAT [ ]NONVAT	:
*Bank Account Name (LBP)	:	*Bank Account Number (LBP)	:

**TERMS AND CONDITIONS:**

- All Entries must be type written of legibly written.
- Place of Delivery : Davao del Sur State College Delivery Period : **within 30 days** upon receipt of the approved funded Purchased Order (PO).  
 Date of Delivery : \_\_\_\_\_ Payment Term : \_\_\_\_\_  
 Please be informed that upon receipt of the approved funded Purchase Order (PO). Administrative Penalties pursuant to Sec. 69 of the revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
- Warranty shall be at of **three (3)** Months for supplies and materials, **one (1) year** for Equipment from date of acceptance by end user.
- Price Validity shall be for a period of \_\_\_\_\_ Calendar days.
- Updated and certified PhilGEP's Registration Certificate. Mayors permit, and SEC/DTI shall be enclosed in the submission of quotation in a sealed envelope.
- Bidders must properly fill-up and quote on all items specified.
- Please indicate the Brand and/or Model for each items being offered and/or submit original brochures showing certification of the product (if applicable).
- A bid document fee of ( Php \_\_\_\_\_ ) will be collected and included in the submission of quotation as provided in section 17.4 of IRR of RA-9184.
- That the DSSC Bids and Award Committee reserved the right to accept or reject any or all bid, and annul the bidding process any time before contract award without incurring any liability to the affected bidders.
- The approved budget ceiling for this procurement is, **Php 825,125.00**

Please quote your lowest price on the item(s) listed below, subject to the Terms and Conditions stipulated and submit your quotation duly signed by your representative not later than 05:00 pm of \_\_\_\_\_ in the return envelope attached herewith to the BAC Secretariat, DSSC, Davao del Sur or send through email to [psu@dssc.edu.ph](mailto:psu@dssc.edu.ph)

**EDUARDO F. AQUINO, MS**  
 BAC Chairman

ITEM NO.	ITEMS AND DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	<b>The security agency shall be responsible in providing security services to the DSSC establishment located in the Digos City for (1 year) from December 16, 2021 to December 16, 2022, seven (7) days a week, 24 hours a day. The agency shall provide total of four (4) security guards. Specifically, one (1) lady guard will render eight (8) hours work/shift and three (3) guards will render 8 hours work/shift per day.</b>				
	<b>A. The Security Guards shall have the following minimum qualifications:</b>				
	1. Must be at least 21 years old.				
	2. Must be at least high school graduate.				
	3. Has undergone Pre-licensing Training Programs for new recruits, or Refresher Training Programs to include, among others, first-aid administration, fire-fighting techniques, and for security guards with more than one year experience.				



	4. Physically and mentally fit.				
	5. Of good moral character and reputation supported with NBI Clearance. Duly licensed and properly screened and cleared by the PNP, SAGSD, NBI, Police and other government offices issuing clearances for employment;				
	6. In proper uniform and armed with complete firearms and ammunitions (revolver/pistol, 2-way radio/communication facilities, whistle, batuta, Metal Detector, First-aid Kit,				
	7. Passed the neuro-exam and drug test exam				
	8. Possess other qualifications as required by Republic Act No. 5487, as amended				
	9. Knowledgeable in writing regular security reports.				
	10. Knows how to deal pleasantly and courteously with personnel, clients and the general public, supported with a Certification from the Security Agency.				
	<b>Provided that items (2), (3), and (4) shall be supported with a regular license (Private Security License Card). Provided further that both regular license (Private Security License Card) and NBI Clearance shall be valid as of the date of opening of bid and subject to renewal, if the same should expire during the contract implementation.</b>				
	<b>Other Requirements:</b>				
	1. The Security Agency shall ensure that the guards are replaced after eight hours shift so that no security guard shall be compelled to render two (2) consecutive shifts at any given time;				
	2. The Contractor shall exercise discipline, supervision, control and administration over its security guards in accordance with law, ordinance and pertinent government rules and regulations as well as rules and policies laid down by DSSC on the matter;				
	3. The Contractor shall be responsible for the loses or damages to properties of DSSC except those of which can be easily transported or disposed of and whenever there is a clear evidence that the property has been formally endorse to and or properly turned over to the security force of the security agency. In such cases, the contractor shall notify the DSSC in writing not later that 48 hours from the time the occurrence, provided also that such loses or damages are due or traceable solely to the negligence of the security guards without any				



	contributory negligence on the part of the DSSC.				
	4. Perform other duties as DSSC and/or the security agency may direct.				
<b>Purpose: Provide 24/7 Safety and Security for the entire DSSC Campus</b>			<b>Grand Total:</b>		

**Brand and Model** : \_\_\_\_\_ **Warranty** : \_\_\_\_\_

**Delivery Period** : \_\_\_\_\_ **Price Validity** : \_\_\_\_\_

After having carefully read and accepted your General Condition, I / We quote you on the item(s) as prices noted above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that I / We concur with the Terms and Conditions specified by the DSSC.

\_\_\_\_\_  
**Canvasser**

\_\_\_\_\_  
**Printed Name / Signature / Date**

**NOTE: PLEASE FILL UP NECESSARY INFORMATION MARKED AS (\*)**