



REQUEST FOR QUOTATION

TO: ALL BIDDERS/SUPPLIERS

The Games and Amusements Board (GAB) through its Bids and Awards Committee (BAC) will undertake a Small Value Procurement in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184, hereby invites all interested suppliers/bidders to offer their lowest government price.

The GAB hereinafter referred to as “the Purchaser”, now request submission of a price quotation for the subject below:

Name of Project	Provision of Private Security Service of One (1) Security Guard for Twelve (12) Hours Tour of Duty from 7:00AM to 7:00PM from Monday – Friday for FY 2020 Contract Period: January to December 31, 2020
Place of Delivery	GAB Main Office, Makati City 2 nd Floor Legaspi Tower 200, Paseo de Roxas St., Makati City
Approved Budget for the Contract	Two Hundred Ninety-Five Thousand Pesos only (Php 295,000.00)
Specification/Technical Spec.	ANNEX “B”
Terms of Payment	Monthly Basis
Deadline of Submission of Quotation	<u>November 14, 2019</u>

Interested suppliers are required to submit their duly accomplished Price Quotation Form (ANNEX “A”) on or before the deadline of submission of bids/quotation at the BAC Secretariat Office, 2nd floor Legaspi Towers 200, Paseo de Roxas St., Legaspi Village, Makati City. Suppliers have the option to submit open or sealed quotation in the address given above. Open quotation may submit thru email at bacsec@gab.gov.ph or thru facsimile at 8-816-31-28.

Suppliers shall be required to submit the following documentary requirements.

- a) Security and Exchange Commission/Department of Trade and Industry (SEC/DTI) Registration Certificate
- b) Valid Mayor’s Permit
- c) Omnibus Sworn Statement; (ANNEX “C”)
- d) Certification of PHILGEPS Registration.
- e) Authorization Letter / Special Power of Authority, in case the owner is not the signatory of the Price Quotation and Notice of Award. (For Single Proprietorship) – ANNEX “D”
- f) Secretary’s Certificate authorizing signatory. (For Corporation / Partnership / Joint Venture) – ANNEX “E”

Quoted prices shall be inclusive of all applicable taxes and shall be firm and valid for a period of at least sixty (60) calendar days from the date of receipt of quotation and shall be binding upon the supplier within the period.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder of his/her authorized representative/s.

Award of Contract shall be made to the lowest quotation for goods which complies with the minimum technical specifications and other terms and conditions stated herein, any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her authorized representative/s.

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

For inquiries. you may contact Ms. Roselyn Ann Bagasol, Head BAC Secretariat, at telephone number 8-813-7109.

Very truly yours,

SIGNED

DIOSCORO BAUTISTA

Chairman

Bids and Awards Committee

TECHNICAL SPECIFICATIONS

I. SCOPE OF SERVICES/REQUIREMENTS

Security Agency

1. The Security Agency must be duly licensed, registered, and a member of PADPAO with proper operating permits and other statutory requirements. It must have been engaged in the business for at least three (3) years.
2. The proof of paid remittances for the following (concerned) government agencies: SSS, PHILHEALTH and PAGIBIG will be in the form of a certification issued by the said agencies.
3. The Security Agency will provide a one (1) security guard **for Twelve (12) Hours Tour of Duty from 7:00AM to 7:00PM from Monday – Friday from 7:00AM to 7:00PM from Monday – Friday for FY 2020 Contract Period: January to December 31, 2020**
4. The Security Agency will provide consistent and quality service through qualified, licensed, bonded, uniformed, highly trained and armed security guards, who shall guard and protect the properties and premises of the GAB, twelve (12) hours daily including Monday to Friday. Security guards shall be posted at the GAB Central Office and do regular roving in and around the office premises.
5. The Security Agency shall secure ingress and egress within the GAB-Central Office premises of all persons and things/materials brought in and out of said premises including the conduct of reasonable check on persons and properties as normally done in public or private establishments and places for purposes of ensuring safety and security against unauthorized persons, and/or things or materials.
6. The Security Agency shall immediately make the necessary reports of any incident to GAB management and/or to other concerned authorities for purposes of police and other official investigations.
7. The security guards assigned shall be provided with proper agency uniforms and visible identification badges. They must also be duly licensed.
8. The security guards shall be equipped with original, branded, and duly licensed firearms and ammunitions necessary in the course of their security enforcement and maintenance of peace and order at the premises of the GAB vicinity.

Security Personnel

- i. The security guards must of good moral character and reputation, courteous, alert and without criminal or police record and passed the neuro-exam and drug test exam;
- ii. The security guards must Physically and mentally fit and not less than 21 years of age or more than 45 years of age and at least 5 feet in height;
- iii. The security guards must duly license and properly screened and cleared by the PNP, SAGSD, NBI, Police and other government offices issuing clearances for employment;
- iv. The security guards must be in proper uniform and armed with complete firearms and ammunitions (revolver/pistol, whistle, batuta, sticks, First-aid Kit, flashlight).

- v. The security guards must possess other qualifications as required by Republic Act No. 5487, as amended. Knowledgeable in writing regular security reports.
- vi. The security guards must be ready to perform other tasks as may be required by GAB management, related to security, safety and protection such as registering visitors, inspection of bags (in & out).

II. CONTRACT PERIOD AND EXTENSION

The Security Services shall be provided 12-hours daily from first working day of January , 2020 to December 31, 2020, extendible for another year based on the following performance criteria, among others:

- quality of service delivered;
- time management;
- management and sustainability of personnel;
- contract administration and management; and
- provision of regular progress reports on the status of GAB premises in terms of security in accordance with the security plan.

III. SECURITY PLAN AND QUOTATION

The Quotation shall contain a breakdown of all costs, including cost of supplies and equipment, necessary for the execution of the contract. It shall be submitted together with a Proposed Security Plan.

IV. PAYMENT ARRANGEMENT:

Payment shall be done on a monthly billing basis.

V. APPROVED BUDGET OF THE CONTRACT:

Php 295,000.00 for 1 year Contract

I hereby certify to comply and deliver all the above requirements.

Company Name : _____
 Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____
 Complete Name : _____
 Date : _____

PRICE QUOTATION FORM

THE BIDS AND AWARDS COMMITTEE
GAMES AND AMUSEMENTS BOARD
 2/F Legaspi Towers 200
 Paseo de Roxas St., Makati City

Sir/Madam:

We have carefully **read and understood ALL the terms and conditions** in the Request for Quotation and hereby **accept and certify that we have complied with the same**. Thus, we respectfully submit, hereunder our quotation/s for the item/s as follows:

Item No.	Unit	Item Description	QTY	UNIT PRICE	TOTAL
1	Pax	Security Guard (12-hour Security Services)	1		

GRAND TOTAL

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(Amount in Words) _____

The above-quoted prices are inclusive of all costs and applicable taxes.

*Please see attached **SECURITY PLAN** and eligibility requirements such as (i) **Mayor's Permit**; (ii) **DTI or SEC Registration Certificate**; and (iii) **PhilGEPS Registration**.*

Company Name : _____
 Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____
 Complete Name : _____
 Date : _____

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)]*;

3. *[Name of Bidder]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

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Book No. _____

Series of _____

Games and Amusements Board
(for Single Proprietorship only)
Authority of Signatory

AUTHORIZATION LETTER

I, _____, Owner/Proprietor of _____ (company name), a single proprietorship registered under the laws of _____ with its registered office at _____ (address of the bidder), has made, constitute and appointed _____ (authorized representative) true and lawful attorney, for it and its name, place and stead, to do, execute and perform any and all acts necessary, participate and/or represent (company name) in the bidding (under alternative mode of procurement) at the GAMES AND AMUSEMENTS BOARD as fully and effectively as owner/proprietor might do if personally present with full power of substitution and revocation and hereby confirming all that said representative shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 2019 at _____

Signed in the Presence of :

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY,) S.S.

ACKNOWLEDGEMENT

BEFORE ME, a Notary Public for and in City of _____, Philippines, personally appeared the following:

NAME	CTC Number	Issued on	Issued at

known to me and known to be the same person who executed the foregoing instrument consisting of_ () pages, including the page whereon the acknowledgments is written and acknowledged before me that the same is his free and voluntary act and deed and that of the Corporation he represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Notary Public

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Games and Amusements Board
(For Corporation / Partnership / Joint Venture)
Authority of Signatory

SECRETARY'S CERTIFICATE

I, _____, a duly elected and qualified Corporate Secretary of _____(company name), a corporation duly organized and existing under and by virtue of the law of the _____ DO HEREBY CERTIFY, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the regular meeting of the Board of Directors of the said Corporation duly convened and held on _____ at which meeting a quorum was present and acting throughout, the following resolutions were approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

RESOLVED, that _____(authorized representative) be, as it hereby is, authorized to participate in the bidding (under alternative mode of procurement) at the GAMES AND AMUSEMENTS BOARD; that if awarded the project shall enter into contract with the GAB; and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent _____ [company name] in the bidding.

WITNESS the signature of the undersigned as such officer of the said _____ this _____.

(Corporate Secretary)

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY,) S.S.

ACKNOWLEDGEMENT

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2019
affiant exhibited to me his/her _____ issued on _____ at
_____, Philippines.

NOTARY PUBLIC

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