



REQUEST FOR QUOTATION NO.: 2025-04-040

Date: April 16, 2025

Procurement Title : Procurement of Security Services for the Commission on Filipinos Overseas Baguio Extension Office

Purchase Request No. : 2025-04-064

Approved Budget for the Contract : PHP 370,723.56 (Vat Inclusive)

Sir/Madam:

The Commission on Filipinos Overseas cordially invites suppliers registered with PhilGEPS to submit their quotations for the items detailed below, reflecting current market prices. Quotations must be provided in **TWO (2) sealed brown envelopes**. The first envelope should include either the original documents or certified true copies, while the second envelope, labeled "**COPY 1**", should contain photocopies of these documents.

Please submit your sealed envelopes to the **Administrative and Finance Division** located on the **21st floor of The Upperclass Tower, Sgt. Reyes St., corner Quezon Avenue, Diliman, Quezon City**. Alternatively, you may send your files via email to bac.secretariat@cfo.gov.ph on or before **April 28, 2025, by 9:00 A.M.**

All quotations submitted via email must be secured with **password protection**. Failure to comply with this requirement will result in disqualification. Please refer to the attached instructions for guidance on how to secure your files. The passwords should be communicated to the BAC Secretariat by the representatives of the bidders attending via ZOOM on the opening date.

I. General Terms and Conditions:

1. Price quotations must remain valid for **thirty (30) calendar days** from the submission date;
2. Price quotations should be **inclusive of all costs and applicable taxes**;
3. The following documents are required to be submitted along with the quotation. Any documents not provided at the time of quotation submission may be submitted during the post-qualification evaluation process.
 - **PhilGEPS Registration Number/Certificate;**
 - **Mayor's/Business Permit;**
 - **BIR Form 2303 Certificate;**
 - **SEC or DTI Certificate;**
 - **Notarized Omnibus Sworn Statement;**
 - **Copy of any Valid ID of the Authorized Representative; and**
 - **Other supporting documents**
4. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be charged to the account of the winning bidder.
5. In accordance with Presidential Decree No. 1445, the Government shall not be obliged to make an advance payment for services not yet rendered or for supplies and materials not yet delivered under any contract therefor.

COMPANY NAME : _____
 ADDRESS : _____
 PHILGEPS REGISTRATION NO.: _____ VALID UNTIL: _____
 EMAIL ADDRESS: _____ TELEPHONE NUMBER: _____
 MOBILE NUMBER: _____

ITEM DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE)	QUOTATION/OFFER AMOUNT (VAT INCLUSIVE)
Procurement of Security Services for the Commission on Filipinos Overseas Baguio Extension Office	PHP 370,723.56	
Specifications:		
One (1) Year Provision of Security Services		
One (1) Male Security Guard		
Shift: 6:00 AM to 6:00 PM Daily		
Rate: PHP 25,239.90 x 12 months PHP 302,878.8		
Inclusive of the administrative overhead and margin (20%) And VAT		
Salary for 1 year is PHP 370,723.56		

See attached [ANNEX A](#) for the [Detailed Technical Specifications](#)

Delivery Schedule: within 20 calendar days upon receipt of the Notice to Proceed

After carefully evaluating the General Terms and Conditions, Specifications, Delivery Address and Schedule, and Other Requirements, I/WE hereby accept and submit our quotation based on the items and prices above.

The CFO reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders.

Signature over printed name (Owner/Authorized Representative)

Date

For further information, please refer to:

KEESHIA MAE A. BIENDIMA

Administrative Officer IV/ Head BAC Secretariat

Email: bac.secretariat@cfo.gov.ph or

kabiendima@cfo.gov.ph Telephone: 8552-4725 loc. 792

ANNEX A

DETAILED TECHNICAL SPECIFICATIONS

ITEM NO.	SPECIFICATION(S)	STATEMENT OF COMPLIANCE
1	One (1) Year Provision of Security Services for the CFO Baguio Office	
3	Shift: 6:00 A.M. to 6:00 P.M. daily, including holidays	
4	Total Monthly Contract Rate should include the amount due to government in favor of the security guard (e.g. SSS, PhilHealth, Pag-IBIG etc.), administrative Cost and Value Added Tax (VAT)	
5	The Security Agency shall provide one (1) Male Security Guard who is: a. of good moral character without criminal or police records; b. Physically and mentally fit, as evidence by the medical certificate; c. Duly trained and skilled to function as security guard; d. Duly licensed and must present Bio-Data, Barangay, Police & NBI Clearance; e. In proper uniform and armed with a rifle, shotgun, pistol or revolver, with sufficient ammunition at all times during his tour of duty; and f. In possession of such other qualifications required by Republic Act No. 5487 as amended; and g. With adequate first aid training during the first month of service. The Service Provider, upon receipt of the Notice of Award, shall be required to submit a sworn statement attesting the compliance with the foregoing.	
6	Functions and Duties of the Guard The guard should maintain peace and order at the premises of the CFO Baguio Office; to watch, safeguard and protect the property of the CFO Baguio Office from theft, robbery, arson, trespass, and destruction/damage or loss, to protect the employees, visitors and guests of CFO Baguio Office from assault, harassment, threat or intimidation or other unlawful acts, and to enforce and implement rules, policies and regulations of the CFO Baguio Office aimed at maintaining security and safety threat. The CFO Baguio Office may also prescribe additional duties to the guards in the enforcement of regulations and instructions.	
7	Equipment and Uniform	

	The Security Agency shall equip the guards with duly licensed firearms, ammunition, nightsticks, uniforms and other paraphernalia for security purposes. Security Agency shall provide each Security Guard with the following: Uniform Set - Bass jacket, short sleeve upper - Black Formal Shoes - Blue Pants - Pershing cap - Night stick/Truncheon - Whistle - Holster - Medicine Kit - Flashlights - Service Firearm - Patrol checklist/writing pen/Tickler - Handcuff - Hand held Radio with holder (walkie-talkie)	
8	Retention Period of Records The Security Agency shall maintain records of its services for a period of 12 months. These records pertain to logbooks, log sheets, correspondences, incident and investigation reports and other records generated in the conduct of performing the Security Agency's services, which must be submitted to the CFO Baguio Office for safekeeping.	
9	Client Responsibility to Insure The CFO Baguio Office shall obtain adequate and reasonable insurance to protect its properties. The Security Agency shall be free from any liability, except when damage or losses are attributable to the negligence or failure in the discharge of the duties of Security Agency personnel. Such liability shall be limited to the resulting participation charges. In the absence of insurance, the amount of liability shall be limited to the amount of participation charges had there been coverage for insurance.	
10	Liabilities The CFO Baguio Office shall not be responsible for any and all claims for personal injury or death cause to the guard or to any third party where such injury or death arises out of or in the course of the performance of guard duties, it being understood that the security guard's heirs claim in connection with his employment or the third-party claims shall be borne by and the sole liability of the Security Agency.	

	The Security Agency, shall be responsible in case of loss or damage to the property of the CFO Baguio Office, except those which can be easily transported or disposed of or which cannot be considered as bulky such as, but not limited to, pocket calculators, jewelries and cash, occurring or taking place during the tour of duty of the guards of the Security Agency and made known in writing to the latter within seventy-two (72) hours from the time of occurrence; provided that such loss or damage is due to traceable solely to the negligence, fault, dishonesty or dereliction of duty of the security guard; and provided further, that the Security Agency shall be responsible only in case of loss or damage of the reported property of the CFO Baguio Office whenever there is a clear showing that the door, window or other points of entrance/exit were subjected to force. The maximum liability of the Security Agency in case of loss or damage under this paragraph shall be for the replacement or reparation of the loss or damaged property or the corresponding amount of the loss or damaged property. The CFO Baguio Office shall have no authority to automatically deduct its claim under this paragraph for the agreed fees of guard services due to the Security Agency not to withheld payment of the same without the approval of the Security Agency. The Security Agency shall not be liable for loss and/or damages due to (a) fortuitous events or force majeure beyond the control and competence of the guard to prevent; and (b) orders of the CFO Baguio Office beyond the scope of this Agreement. The Security Agency and CFO Baguio Office hereby agrees to equitably share in the damage/loss due to the contributory negligence of both parties.	
11	Replacement of Any Guards The CFO Baguio Office may have a guard changed or replaced at any time whose work it finds or believes to be below standard, or whose conduct is unsatisfactory, or is prejudicial to its interest, as determined by the CFO Baguio Office. The judgement of the CFO Baguio Office on such matters shall be final and binding should the Security Agency refuse, the former may consider the same valid cause for the termination of contract. It is understood that prior to the Security Guard's deployment, the Security Agency shall present to the CFO Baguio Office the Guard's Biodata; Security Guard License; Barangay, Police and NBI Clearance; Medical Certificate; Drug Test, and Neurological and Psychological Test Result.	

12	Confidentiality Clause The Security Guard provided by the Security Agency shall at all times maintain confidentiality of all documents and any information that they may have knowledge by virtue of their services to the CFO Baguio Office and not to disclose to any third party all confidential information received from or entrusted by the CFO Baguio Office. The Security Guard shall be prohibited from using the confidential information or documents received or entrusted by the CFO Baguio Office for purposes other than compliance with its obligations as Security Guards.	
13	Capacity of the Security Agency The Security Agency shall maintain its good standing and remain a competent security agency, financially capable of acting as an independent contractor and shall obtain all necessary licenses and permits and comply with all laws, ordinances and regulations required for all security agencies. If the CFO Baguio Office has reason to believe that the Security Agency has failed to comply with a law or regulations regulating employment of labor, the CFO Baguio Office may then notify the Security Agency accordingly and if the latter shall refuse or fail to present satisfactory proof to the contrary within thirty (30) days from receipt of such notice of the CFO Baguio Office, the CFO Baguio Office shall have the right to immediately terminate the Contract, the previous provision notwithstanding, and without prejudice to any action which the CFO Baguio Office may institute for damages he has suffered thereby.	
14	Term of Contract The period of services shall be for a period of one (1) year. Either party may pre-terminate for legal cause at any time upon serving a written notice to the other party thirty (30) calendar days prior the intended date of termination.	
15	Others In the case of a dispute between the Procuring Entity and the Service Provider, the dispute shall be resolved in accordance with Republic Act 9285 ("R.A. 9285"), otherwise known as the "Alternative Dispute Resolution Act of 2004" and the procedures provided by Republic Act No. 9184, as applicable.	



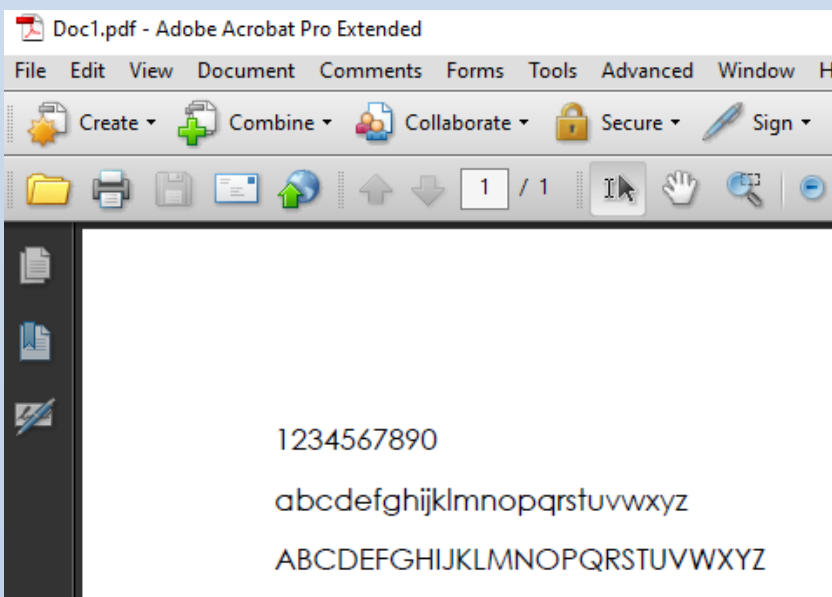
BAGONG PILIPINAS

CFO BIDS AND AWARDS COMMITTEE BAC Secretariat

HOW TO LOCK YOUR PDF DOCUMENT

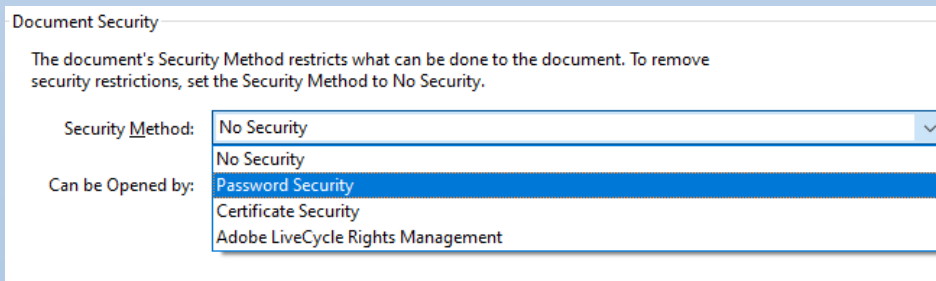
01. Open Adobe Acrobat

Open Adobe Acrobat and open a pdf you would like to choose to password protect it.



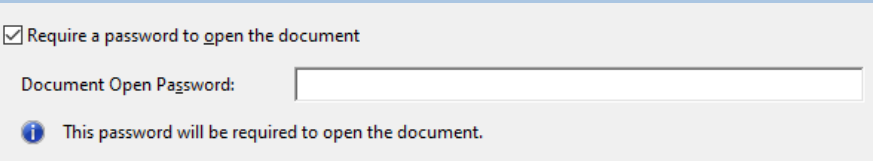
02. Adding the Password

Go to File and then Properties, now there is a section where it says Security and when on that tab, you are going to see the Security Method and enter in Password Security



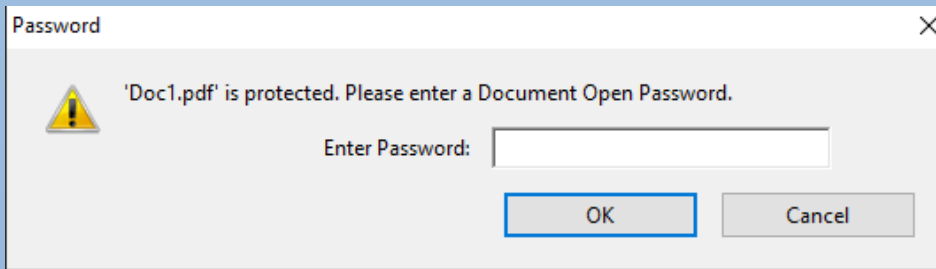
03. Password Security

Look for this Checkbox and Input a password for the pdf document and save it. Now close the document and when you open it again it will require a password.



04. Checking of Password

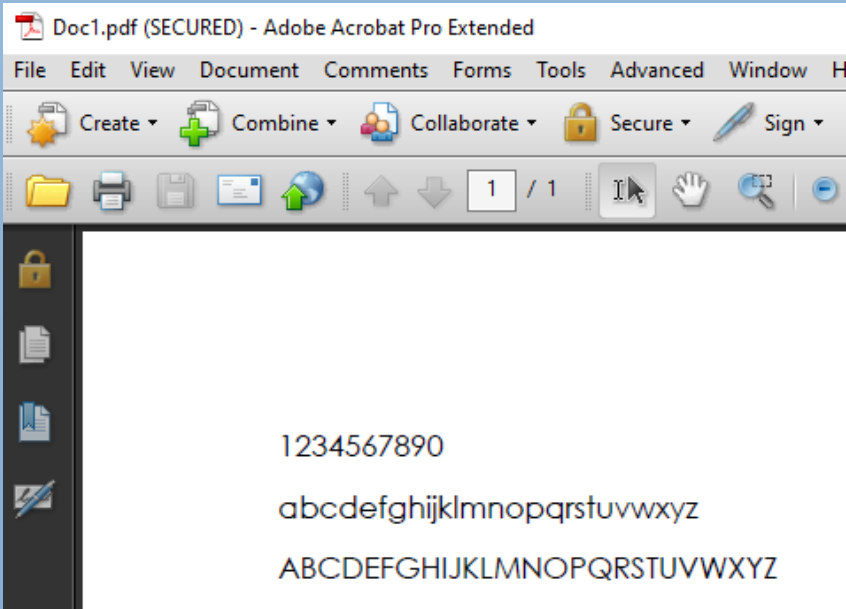
When opening the PDF again, you will get a prompt asking for a password. Input the password to access the PDF.



05. Done

Now your PDF is password protected!

Congratulations!

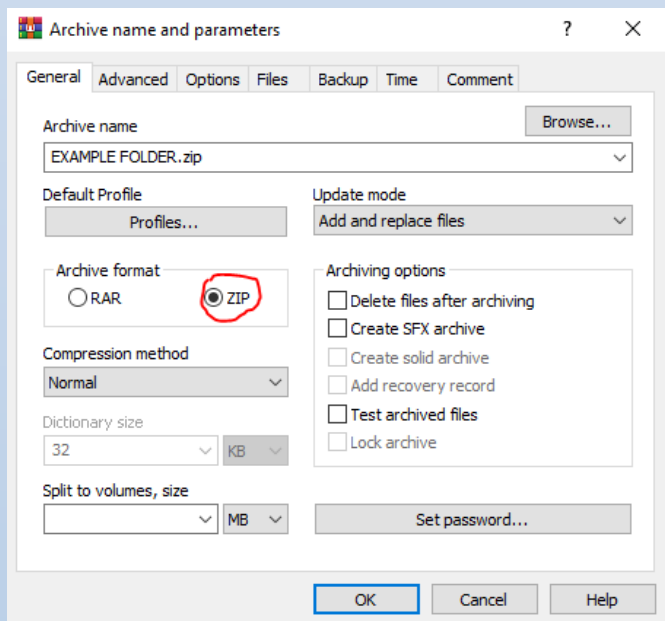




BAGONG PILIPINAS

CFO BIDS AND AWARDS COMMITTEE BAC Secretariat

HOW TO LOCK A ZIP FILE

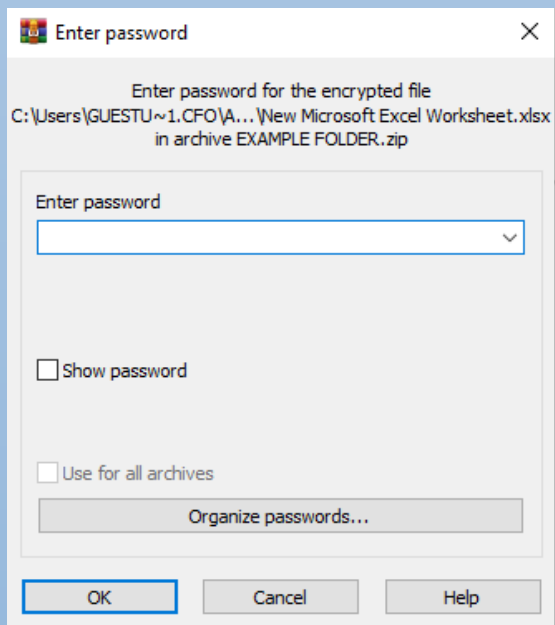
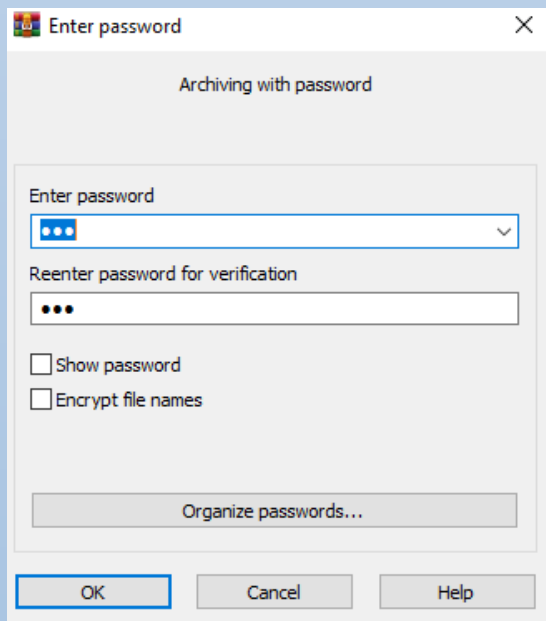


01. Add to Archive

This compresses a set of folders or files into a single file(.zip). The aim is to compress several files to one, to make it easier to send or share over the internet

02. Set Password

Go to File and then Properties, now there is a section where it says Security and when on that tab, you are going to see the Security Method and enter in Password Security

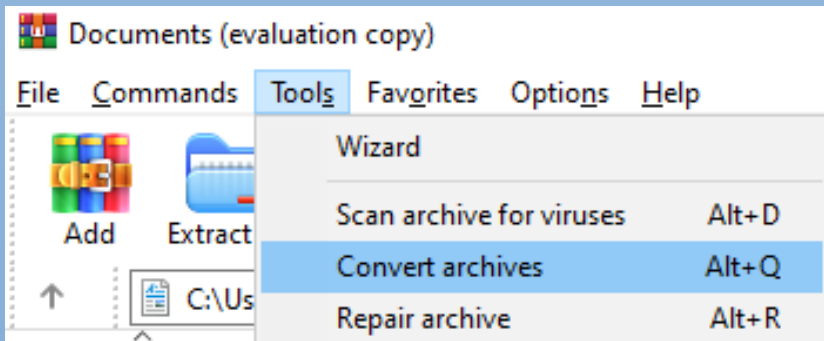


03. Password Protected

When a new zip archive is created, the files in the folder will have password protection.

04. Supplying Passwords for Older ZIP Files

Choose the zip file to password protect. Navigate to the tools section in WinRAR, choose "convert archives," then "compression." Set a password by clicking OK and save the changes.

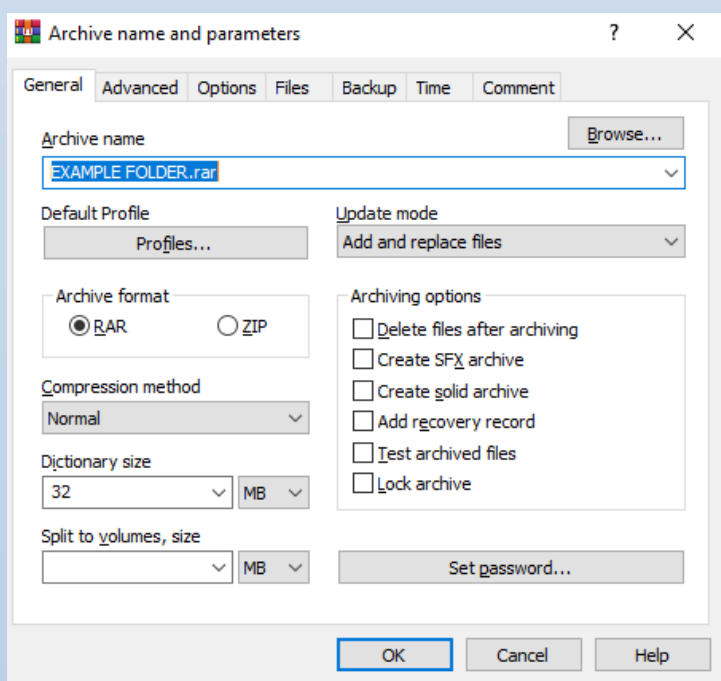




BAGONG PILIPINAS

CFO BIDS AND AWARDS COMMITTEE BAC Secretariat

HOW TO LOCK A RAR FILE

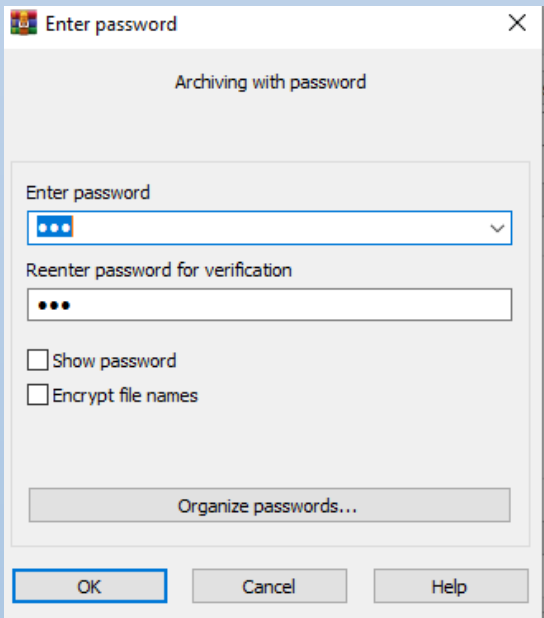
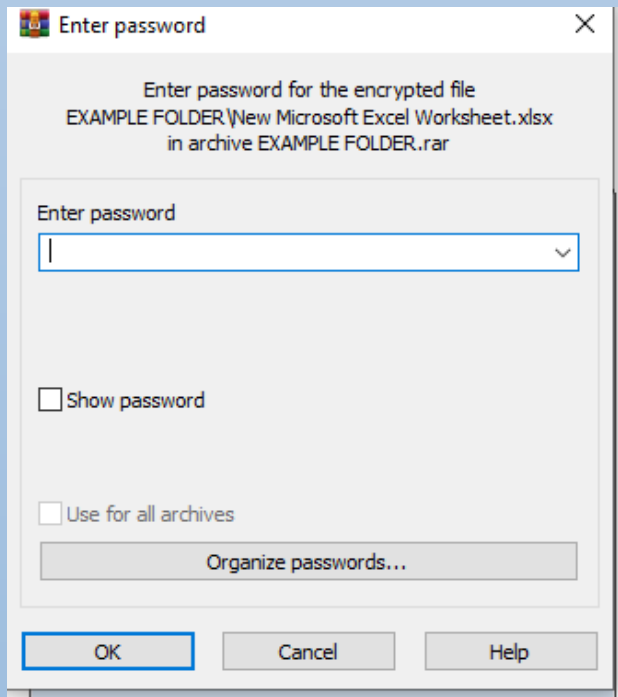


01. Add to Archive

This compresses a set of folders or files into a single file(.rar). The aim is to compress several files to one, to make it easier to send or share over the internet

02. Set Password

Creating a password for your RAR file can enhance the security of your important files stored within.

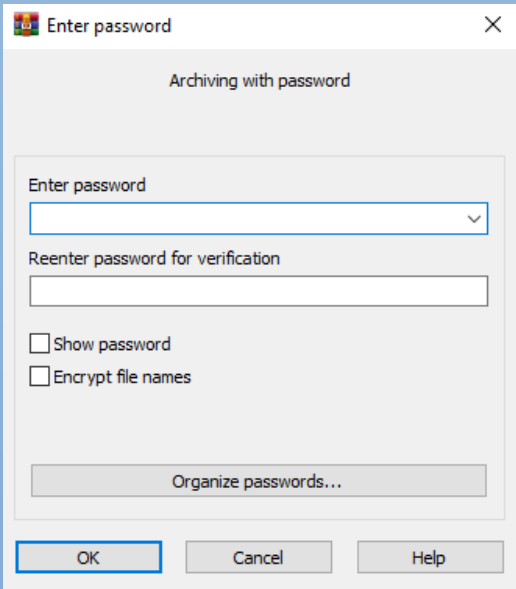
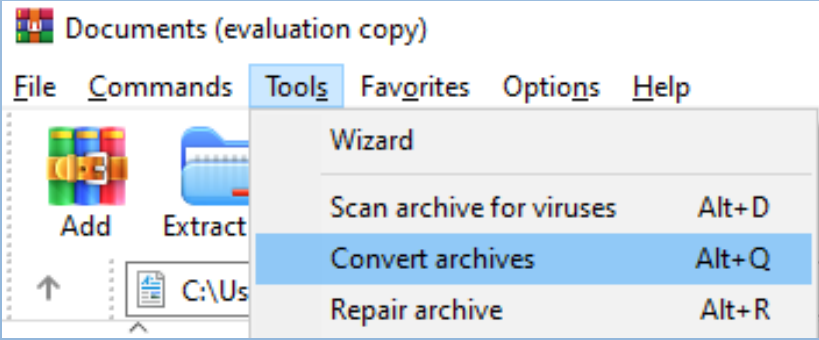


03. Password Protected

On creation of the new win rar archive, documents inside the folder will now be password protected

04. Giving Password Protection to Old RAR Files

Choose the RAR file you want to password-protect. Navigate to the tools section at the top of WinRAR, click on "convert archives," then choose "compression." You can then set a password by clicking OK and saving your settings.





BAGONG PILIPINAS

CFO BIDS AND AWARDS COMMITTEE BAC Secretariat

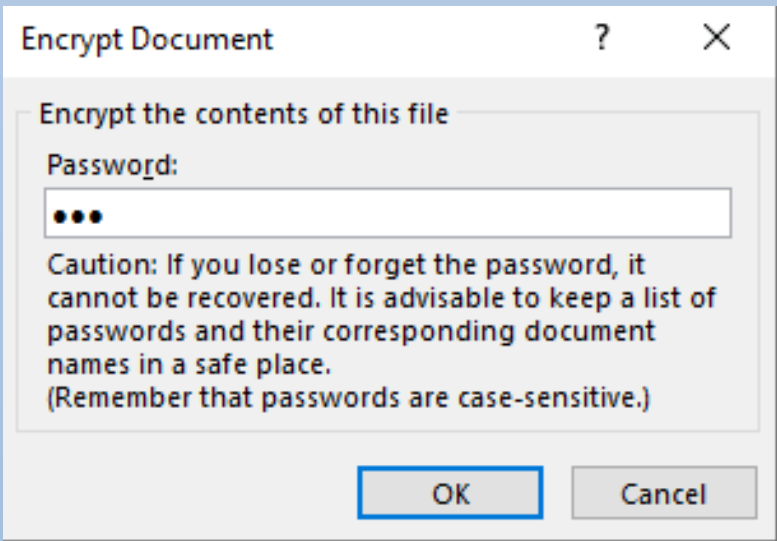
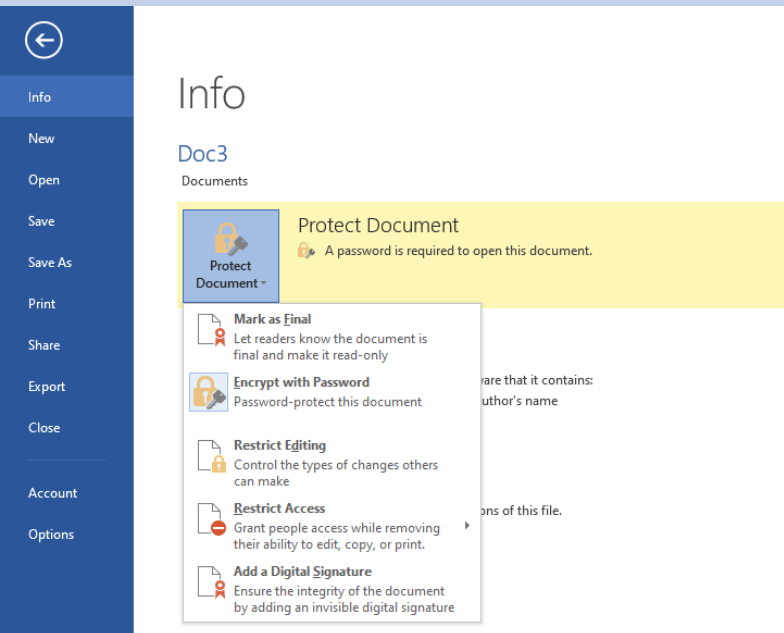
HOW TO LOCK YOUR WORD DOCUMENTS

01. Open File in Word

Open Adobe Acrobat and open a pdf you would like to choose to password protect it.

02. Protect Document

In the Protect Document Section, select the Encrypt with Password option.

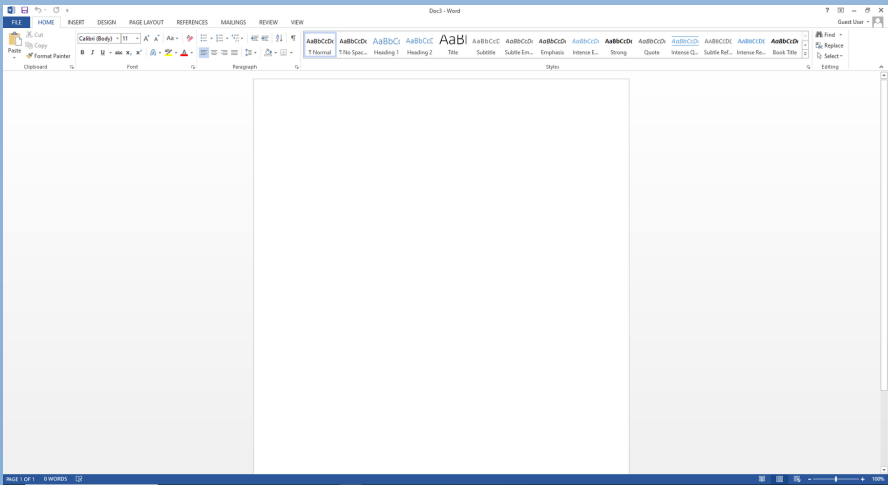
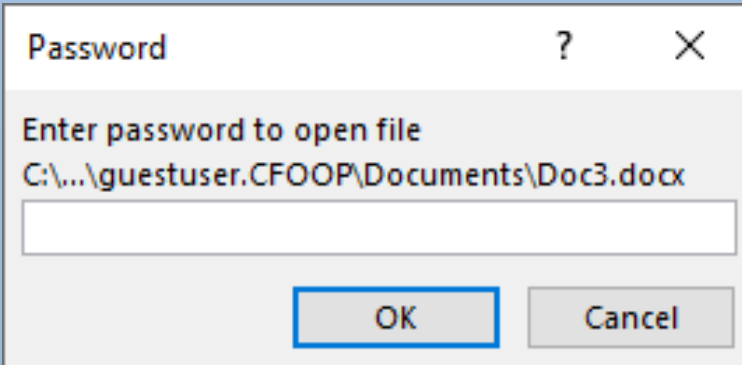


03. Encrypt Document

Now input a password for the Word Document to encrypt it.

04. Inputting Password

After inputting a password for encryption, closing the word document and opening it again would give you a password input field for the document you have encrypted. Input the password you used for the document.



05. Access Granted

Now your Word Document is Password Protected!

Congratulations!