



Republic of the Philippines  
**PHILIPPINE RETIREMENT AUTHORITY**  
29/F BDO Towers Valero, (Formerly Citibank Tower),  
Paseo de Roxas, Makati City

**REQUEST FOR QUOTATION**

**Date: November 08, 2024**  
**RFQ No.: 11 – 2024 – 123**

Company/Business Name: \_\_\_\_\_

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

Business/Mayor's Permit No.: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number (**required**): \_\_\_\_\_

The **Philippine Retirement Authority (PRA)**, through its Bids and Awards Committee (BAC), intends to procure **PROCUREMENT OF SECURITY SERVICES PROVIDER** through **Section 53.9 SVP** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit/send your duly signed quotation through email addressed to the Bids and Awards Committee (BAC) Chairperson on or before **04:00 PM** of **14 NOVEMBER 2024** subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

**Atty. Maria Milagros R. Lisaca**  
*Chairperson, Bids and Awards Committee*  
29/F BDO Towers Valero, (Formerly Citibank Tower) Paseo de Roxas, Makati City  
Telephone No.: (02) 8848-1412 to 14

Or through email: [ruby.abriol@pra.gov.ph](mailto:ruby.abriol@pra.gov.ph)

Interested service provider shall also submit a copy of the following documents along with the quotation on or before the above specified deadline of submission of quotation:

- a) Mayor's Permit
- b) Certificate of Registration
- c) PHILGEPS Certificate

The Head of the Procuring Entity (HOPE) of the PRA reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Section 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact us at telephone no. (02) 8848-1412 to 14 local 2017 or email address at [ruby.abriol@pra.gov.ph](mailto:ruby.abriol@pra.gov.ph)

(Digitally Sgd.)  
**Atty. MARIA MILAGROS R. LISACA**  
*Chairperson, Bids and Awards Committee*

### **INSTRUCTIONS:**

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **All mandatory technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at [ruby.abriol@pra.gov.ph](mailto:ruby.abriol@pra.gov.ph).
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

### **TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PRA shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the PRA. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.*, Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PRA may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

<b>PROCUREMENT OF SECURITY SERVICES PROVIDER</b>		
<b>Minimum Technical Specifications</b>	<b>Offered Technical Specification/Service</b>	<b>Statement of Compliance ("Comply" or "Not Comply")</b>
Note: Non-compliance with the minimum required specifications as stated in the attached purchase request shall be rejected.		
<b>PROCUREMENT OF SECURITY SERVICES PROVIDER</b>		
<b>Technical Specification</b>		
<b>A. General Specifications:</b>		
<b>Procurement of Security Services Provider</b> *** 1 LOT ***	<b>Estimated Unit Cost</b> <b>500,000.00</b>	
<b>January 01, 2025 to December 31, 2025</b>		
<b>PLACE OF ASSIGNMENT</b>		
<ul style="list-style-type: none"> <li>• All security personnel shall be assigned to the PRA Head Office, at 29F BDO Towers Valero, Paseo De Roxas, Makati City.</li> </ul>		
<b>QUALIFICATIONS OF THE CONTRACTOR</b>		
<p>The qualifications of the Contractor are:</p> <ol style="list-style-type: none"> <li>a) Should have at least five (5) years' experience in providing security services to a government agency;</li> <li>b) Must be a member of the Philippine Association of Detective and Protective Agency Operators (PADPAO) in good and active standing;</li> <li>c) Must be a duly licensed and registered Service Contractor with the Department of Labor and Employment;</li> <li>d) Must be duly registered with the Services and Exchange Commission, Department of Trade and Industry, or Cooperative Development Authority;</li> <li>e) Must be duly registered with the Social Security System (SSS), Home Development Mutual Fund (PAGIBIG) and Philippine Health Insurance Corporation (PHILHEALTH).</li> <li>f) Must be duly registered with the Bureau of Internal Revenue; Net Financial Contracting Capacity at least to the ABC or Committed Line of Credit at least equal to the ABC or Committed Line of Credit at least equal to 10% of ABC; and</li> <li>g) Must present at least one (1) Client/Customer Feedback Form, with at least Very Satisfactory Rating, from one (1) government agency except PRA, with whom the Contractor has an or ongoing Contract.</li> <li>h) Maintain Satisfactory level of Performance throughout the term of the contract based on the following criteria and be subjected to performance evaluation;               <ul style="list-style-type: none"> <li>- Quality of Service</li> <li>- Time Management</li> <li>- Management and Sustainability of Personnel</li> </ul> </li> </ol>		
<b>WORK OF SCHEDULE</b>		
The Security Agency must provide two (2) security		

<p>personnel, who shall observe the following schedules:</p> <ul style="list-style-type: none"> <li>A. Weekdays (Monday to Friday): <ul style="list-style-type: none"> <li>1. One Guard from 6:00 am to 3:00 pm</li> <li>2. One Guard from 11:00 am to 8:00 pm</li> </ul> </li> <li>B. Weekdays (Saturday) <ul style="list-style-type: none"> <li>1. One Guard from 6:00 am to 3:00 pm</li> </ul> </li> </ul> <p>The Contractor shall make available, at its own Expense, such number of relievers as may be necessary, who are ready to take over the duty schedules of those regularly assigned guards who either report late or are absent for the day at no cost to PRA. At no instance shall a guard be permitted to render service beyond a period of twelve (12) hours continuously. The Security Agency is required to submit a detailed security plan effecting proper work schedule.</p>		
<p><b><u>QUALIFICATIONS OF SECURITY PERSONNEL</u></b></p> <p>The minimum qualifications of security personnel are as follows:</p> <ul style="list-style-type: none"> <li>A. Valid license issued by the Philippine National Police (PNP)/ Supervisor Office on Security and Investigation Agencies (SOSIA) and PADPAO;</li> <li>B. For security guards, must have completed at least one (1) years in college;</li> <li>C. Must have at least 3 years' relevant experience</li> <li>D. Physically and mentally fit and not less than 21 years of age or more than 60 years of age;</li> <li>E. Must have passed the neuropsychiatric and drug tests conducted by any Philippine Government accredited hospital/center. Expenses for said tests are chargeable to the Service Provider;</li> <li>F. Must have no derogatory record;</li> <li>G. Must be of good moral character, courteous, alert and without any pending criminal case filed in court or any police record criminal acts;</li> <li>H. Must have undergone training in the following trainings with appropriate certificate and/or licenses: <ul style="list-style-type: none"> <li>1. Bomb Awareness and Management</li> <li>2. Intelligence and Investigation</li> <li>3. Basic First Aid; and</li> <li>4. Customer Service/Relations.</li> </ul> </li> <li>I. Has undergone basic in-service training from accredited schools for security guards and supervisory training for security officer; and</li> <li>J. Must submit, upon effectivity of contract, clearances from the NBI, Police, Barangay and Court which must be valid as of the date of opening of bid and subject to renewal, if the same should expire during the contract implementation.</li> </ul> <p>In addition to the above requirements, the Contract is required to submit profile of the security guards, which must be attested by its authorized signatory.</p>		
<p><b><u>SCOPE OF SERVICES</u></b></p> <p>The scope of services or requirements shall include, but not limited to the following:</p> <ul style="list-style-type: none"> <li>A. Identification/Registration of Clients/Visitors and Time Monitoring of Employees <ul style="list-style-type: none"> <li>1. Protect entire work area occupied by the PRA, its employees and clients against unauthorized intrusion, internal or external commotion.</li> <li>2. Check, entertain and assist clients or visitors entering PRA premises.</li> <li>3. Strictly maintains official logbook or record</li> </ul> </li> </ul>		

<p>of all incoming and outgoing persons, vehicles, movements of PRA properties, among others.</p> <ol style="list-style-type: none"> <li>4. Records PRA employees' time in and out</li> <li>5. Checking of time in and out of the employees, officers, and guests of PRA.</li> </ol> <p>B. Maintenance of Peace and Order</p> <ol style="list-style-type: none"> <li>1. Guarantee that all PRA employees and clients are safe from harm which may arise from internal/external chaos and public disorder.</li> <li>2. Guard against incidence of theft and other misdemeanors which may constitute breach of peace and order inside PRA premises.</li> </ol> <p>C. Strict Observance of PRA Policies, Rules and Regulations on Security</p> <ol style="list-style-type: none"> <li>1. Strictly observe, enforce and adhere to the PRA rules and regulations as it applies to the security and well-being of the Agency, its employees and clients.</li> </ol> <p>D. Other Duties and Functions</p> <ol style="list-style-type: none"> <li>1. After office hours, conduct routine patrol or inspection of the building and report unusual activities or threat to security to the Chief Admin Officer or Department Manager – Admin &amp; finance Services Department.</li> <li>2. Record all employees rendering overtime services and all other office personnel who are still in the PRA premises after office hours.</li> <li>3. Ensure that all doors of ORA units are secured and all electrical connections and lights are turns off. Before the start of office hours, inspect all areas for any sign of forced entry.</li> <li>4. Assist in the implementation of PRA rules and regulations such as wearing of prescribed office uniforms, identification cards, among others.</li> </ol>		
<p><b>SUPPLIES, MATERIALS AND EQUIPMENT</b></p> <p>A. The Security Agency shall provide the following:</p> <ol style="list-style-type: none"> <li>1. Prescribed basic uniform, which includes:</li> <li>2. Night stick or baton</li> <li>3. Whistle</li> <li>4. Flashlight</li> <li>5. First Aid Kit</li> <li>6. Handcuffs</li> </ol> <p>B. Other materials/equipment to be provided by the Security Agency shall be subject approval of the PRA.</p> <p>C. Loss, maintenance, repair and replacement of tools/equipment necessary and incidental to the performance of obligations stated in this documents shall be for the account of the Security Agency.</p> <p>D. Delivery of required materials, tools and equipment shall be at the PRA on the <u>first day of posting of security personnel</u>, to be inspected by the Agency's representative/s</p>		
<p><b>OTHER MATTERS</b></p> <ol style="list-style-type: none"> <li>A. Wage and Mandated Benefit Increase</li> <li>B. Billing and Submission of Documents</li> </ol>		

C. Employer-Employee Relationship D. Liability for Losses and Damages E. Compliance with the PRA Rules and Regulations		
<b><u>RIGHTS AND RESPONSIBILITIES</u></b> 1. PRA has the authority to take immediate action in the event that the security personnel are found to be dishonest, incompetent, or engaging in conduct deemed prejudicial to PRA best's interest. 2. PRA holds the exclusive option to terminate the contract at any time for violations of its terms and conditions, or if the services rendered are considered substandard or unsatisfactory. 3. PRA may pre-terminated the contract if the Security Agency fails to fulfill its obligations, following the procedure prescribed under the guidelines on contract termination issue by the Government Procurement Policy Board (GPPB). 4. If necessary and upon determination by PRA, PRA has the right to require security personnel to render overtime services, compensable in accordance with the provisions of the Labor Code.		
<b><u>PAYMENT TERMS</u></b> - Payment to the Security Agency made be made on a month basis upon submission of Billing Statement and other supporting documents.		
<b><i>PLEASE SEE ATTACHED TERMS OF REFERENCE</i></b>		
<b>B. Inclusion:</b>		
- N / A		
<b>C. Delivery Requirement</b>		
- N / A		
<b>D. Warranty</b>		
- N / A		

**FINANCIAL OFFER:**

**Terms of Payment:**

*Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. In case of accounts maintained in other Bank, Bank Transfer fees shall be chargeable against the creditor's account.*

**Payment Details:**

Banking Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name (should be the exact account name as registered in the bank):  
\_\_\_\_\_

Branch: \_\_\_\_\_

Please quote your **best offer** for the item/s below. Please do not leave any blank items.

Indicate "0" if item being offered is for free.

<b>PROCUREMENT OF SECURITY SERVICES PROVIDER</b>	
<b>Approved Budget for the Contract Quantity</b>	<b>Total Offered Quotation (Inclusive of VAT)</b>
<b>Five Hundred Thousand Pesos (Php 500,000.00)</b>	<b>In Words:</b> _____ _____ _____ <b>In Figures:</b> _____ _____ _____

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email address/es