



Region IX, Zamboanga Peninsula
DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City

PURCHASE REQUEST

Department:		Department of Education (DepEd)	PR No:	2022-10-4485	October 10, 2022
Section / Office:		ADMINISTRATIVE SERVICES	SAI No:		
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost
		12 MONTHS SECURITY SERVICES OF GUARDS IN THE SCHOOLS DIVISION OFFICE OF ZAMBOANGA DEL NORTE			
1	months	>1 Male Guard (duty from 8:00 A.M. - 4:00 P.M.)	1	17,169.00	206,028.00
2	months	>1 Male Guard (duty from 4:00 A.M. - 12:00 A.M.)	1	17,169.00	206,028.00
3	months	>1 Male Guard (duty from 12:00 A.M. - 8:00 A.M.)	1	17,169.00	206,028.00
4	months	>1 Lady Guard (duty from 8:00 A.M. - 5:00 P.M.)	1	17,169.00	206,028.00
Technical Specifications/ Minimum Qualifications:					
1. Must be fully vaccinated					
2. Has undergone pre-licensing training programs, with more than one year experience					
3. Physically and Mentally Fit					
4. With good moral character and reputation supported with NBI Clearance					
Minimum Security Equipment Required:					
1. With operational, Functional and well-maintained Fire-arms with valid license in the name of the security agency					
2. With handheld radio with valid NTC License					
3. With Big Flashlights					
SECURITY GUARDS ASSIGNMENTS/ TOUR OF DUTY					
1. MAIN GATE GUARD/ ROVING					
2. LOBBY GUARD					
3. Weekly submission of incident reports to Administrative Chief for record purposes but unusual/ untoward incidents must be reported immediately after their occurrence.					
Terms of References:					
>Period Covered: December 1, 2022 to November 30, 2023					
>Monthly basis payment of services					
>Monthly submission of Billing Statement with complete attachment					
EIGHT HUNDRED TWENTY-FOUR THOUSAND ONE HUNDRED TWELVE PESOS ONLY					P 824,112.00

PURPOSE: 12 MONTHS SECURITY SERVICES OF GUARDS IN THE SCHOOLS DIVISION OFFICE OF ZAMBOANGA DEL NORTE.

	Requested by:	Approved by:
Signature:		
Printed Name:	HELEN E. TANGON	VIRGILIO P. BATAN JR., CESO VI
Designation:	Administrative Officer V	Schools Division Superintendent
Date:		

1005-1010-2022
 SAI-MATD DOT/2022
 U.F. 2022
 of 10/20/22

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory.
- (4) Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (5) Failure to follow these instructions will disqualify your entire quotation.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representatives.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 05-2005.
10. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
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 DBM shall rescind 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.

The Department of Education
Bids and Awards Office
2023 for FY 2022 in accordance with Section 48 of the E.O. 191
Please quote your best offer for the BAC Office. Submit your
offer to the BAC Office.



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

CERTIFICATE OF CANVASS

THIS IS TO CERTIFY that the foregoing canvass / quotation was made in accordance with the government rules and regulation on any contract into and contain herein the following pertinent facts.

NAME OF DEALER	DATE RECEIVED	SIGNATURE

RADJIE ENERIO

Canvasser

Date of Canvass

BIDDERS CERTIFICATE

THIS IS TO CERTIFY that the undersigned of _____ located at _____ personally received the Invitation to Bid/Request for Quotations from Department of Education - Zamboanga del Norte Division duly signed by the Principal of the Entity on _____ and further certifies that:

1. The signatures affixed in the Invitation to Bid/Request for quotations as bidder is authentic as belonging to me or my authorized representatives;
2. That all the data/information and quotations reflected therein are true and correct;
3. That each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy or a true and faithful reproduction of the original and that all statements and information provided therein are true and correct;

Issued this _____ day of _____, in the City of Dipolog, Province of Zamboanga del Norte.

(Name of the Owner/Authorized Representative)

(Signature)

(Date)

