



Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
Port of Iloilo
5000



REQUEST FOR QUOTATION

The Bureau of Customs (BOC), through its Administration Office (AO), will undertake a Small Value Procurement for the **Security Guard Services**, in accordance with the Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project are as follows:

Name of Project : **Security Guard Services**
Location : Bureau of Customs Bldg., Muelle Loney St., Iloilo City
Approved Budget for the Contract: Three hundred thirty three thousand one hundred pesos only (**Php333,100.00**)
Contract Duration : April 1, 2020 to December 2020

Specifications :

Item No.	Qty.	Description
	1 lot	Security Guard Services, 12 hours/shift - One (1) guard, day shift - One (1) guard, night shift

Interested suppliers are required to submit their valid and current Mayor's Permit, DTI/SEC Registration, PHILGEPS Registration Certificate, Omnibus Sworn Statement, Latest Income/Business Tax Return, BIR COR (Form 2303), and duly signed price quotation form (Annex "A").

Submission of quotation and eligibility documents is on or before **March 27, 2020** 5:00 p.m., at Collector's Office, 2nd Floor, Bureau of Customs Bldg., Muelle Loney St., Iloilo City.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

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

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

For inquiry, you may contact us at Telefax no. 335-0998/337-2684 or email us at portofiloilo@yahoo.com.ph or susherrie.farren@customs.gov.ph.

Very truly yours,


MA. LOURDES G. DEVEZA
Acting Chief, Administrative Division



Annex "A"

PRICE QUOTATION FORM

Date
The Bids and Awards Committee
Bureau of Customs
Port of Iloilo

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the items as follows:

Item No.	Qty.	Description	Monthly Rate inclusive of taxes	Total Cost
	1 lot	Security Guard Services, 12 hours/shift - One (1) guard, day shift - One (1) guard, night shift		

Warranty: _____

Total amount in words: _____

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

Very truly yours,

Name/ Signature of Representative

Name of Company and Address

Mayor's Permit No. _____

PhilGEPS Registration No. _____

(Please submit the photocopies of the above documents upon submission of quotation)



SCHEDULE OF REQUIREMENTS

The Supplier shall provide the Procuring Entity with the following:

Deployment Schedule

Work Station	Security Guard	Time Slot 7:00 AM to 7:00 PM (12-hour Day Shift)	Time Slot 7:00 PM to 7:00 AM (12-hour Night Shift)
Building Entrance	2	1	1
TOTAL	2		

Note: The deployment schedule shall be for Monday to Sunday including holidays. Contract duration will start on April 1, 2020 to December 31, 2020.

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

Name of Company/Bidder

Signature Over Printed Name of
Representative

Date