



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: One hundred thirty two thousand eight hundred two and fifty centavos only (**Php 132, 802.50**)  
Contract Duration : October 1, 2018- December 31, 2018

Specifications :

Item No.	Qty.	Unit of Issue	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 **Sept. 24, 2018** 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](mailto:portofiloilo@yahoo.com.ph) or [susherrrie.farren@customs.gov.ph](mailto:susherrrie.farren@customs.gov.ph).

Very truly yours,

*For: my deuy 9*  
**DR. WIVINA B. PUMATONG, CESE**  
Acting District Collector



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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.	Unit of Issue	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		

*M. J. C.*

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)



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### 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
<b>TOTAL</b>	<b>2</b>		

Note: The deployment schedule shall be for Monday to Sunday including holidays. Contract duration will start on October 2018-October 2019.

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

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name of  
Representative

\_\_\_\_\_  
Date

RFQ-2018-09-035