



Republic of the Philippines
Sandiganbayan
Quezon City

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APPROVED FOR POSTING

MA. TERESA S. PABULAYAN
Executive Clerk of Court IV

January 16, 2018

REQUEST for QUOTATION

The *Sandiganbayan*, through its Supply Section, Administrative Division, intends to undertake the following procurement project in accordance with Annex "H" of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (R.A.) No. 9184:

Item No.	Quantity	Description	Approved Budget for the Contract
1	1 Lot	Procurement of Security Services of three (3) security personnel for Sandiganbayan Courtroom and Living Quarter in Baguio City for one (1) year on a seven-day 8 hour shifting schedule. <i>(See attached TOR and Cost Distribution Form)</i>	P 550,000.00

TERMS and CONDITIONS

1. All quotations are considered an offer of the items specified above at the prices quoted in the Price Quotation Form ("Annex A") and a guaranty of availability of the quoted items. In the event that the offer is accepted, a Purchase Order (PO) for the above-mentioned items will be sent to the suppliers concerned advising them of such acceptance and such other terms of delivery, as applicable.

2. Delivery period shall be within fifteen (15) working days upon receipt of the PO.

3. Failure of the supplier to deliver within the period stipulated shall make the supplier liable for the payment of the difference of the amount paid by the *Sandiganbayan* to the supplier quoting the next lower price and that offered by the delinquent supplier.

4. Goods supplied are subject to inspection by the auditor or his duly authorized representative. Payment shall be made after said inspection and acceptance of items supplied, subject to the usual auditing rules and procedures, and further subject to Item No. 11 of this Terms and Conditions.

5. Price Quotation/s must be valid for a period of thirty days (30) calendar days from date of submission, except for quotations for drugs and/or medicines which must be valid for fifteen (15) calendar days from date of submission.

6. Altering and/or amending the Terms and Conditions may be considered non-responsive/non-compliant, unless such alteration or amendment is advantageous and beneficial to the Procuring Entity.

7. In case of tie, the concerned parties will be informed and invited to a "drawing of lots" or any other similar method of chance, in accordance with GPPB Circular 06-2005 ("*Tie-Breaking Method*").

8. The *Sandiganbayan* reserves the right to reject any or all offers, or accept such offer it may consider most economical and advantageous to the government.

9. The supplier warrants that the Official Invoice/Official Receipt contains the Tax Account No. and BIR Permit No of his/her company, pursuant to P.D. No. 1255, as amended.

10. Prior to payment, and subject to Item III, Annex "H" of the 2016 RIRR of R.A. No. 9184¹, the supplier who submitted the Lowest Calculated and Responsive Quotation shall be required to submit the following documentary requirements² :

- a. Valid and current Mayor's /Business Permit
- b. PhilGEPS Registration Number
- c. Income/Business Tax Return
- d. Omnibus Sworn Statement (OSS)

Very truly yours,

PANCHITO C. ALAVAREN, JR.
Supply Officer III

¹ Procuring Entities already maintaining an updated file of any of the bidder's above-mentioned requirements, whether through the PhilGEPS Certificate of Registration and Membership or its own records, may no longer require its re-submission.

² Item II., Annex "H" of the 2016 RIRR of R.A. No. 9184.

REPUBLIC OF THE PHILIPPINES
Sandiganbayan
Quezon City

TERMS OF REFERENCE (TOR)

**PROCUREMENT OF SECURITY SERVICES FOR THE SANDIGANBAYAN COURTROOM
AND LIVING QUARTERS IN BAGUIO CITY FOR ONE (1) YEAR**

I. APPROVED BUDGET FOR THE CONTRACT (ABC)

The *Sandiganbayan*, through its 2018 General Appropriations Act, intends to apply the sum of **FIVE HUNDRED FIFTY THOUSAND PESOS (Php 550,000.00) ONLY, inclusive of 12% Value Added Tax (VAT)**, being the **Approved Budget for the Contract (ABC)** for the **Procurement of Security Services for the *Sandiganbayan* Courtroom and Living Quarters in Baguio City for One (1) Year.**

II. SCOPE OF WORK

A. The prospective bidders shall bid and provide security services for the *Sandiganbayan* Courtroom and Living Quarters located at Dominican Hill, Baguio City, with details as follows:

1. To provide **three (3) Security Guards** on a seven-day, 8-hour rotating schedule.
2. To perform the following:
 - a. To guard and protect the *Sandiganbayan* properties from theft, arson, pilferage, trespassers, robbery, destruction and other unlawful acts committed by any person as well as maintain peace and order within the *Sandiganbayan* premises;
 - b. Protect the *Sandiganbayan* justices, officials, employees, guests and visitors from assault, harassment, threat or intimidation, and other criminal acts;
 - c. Enforce and implement all applicable *Sandiganbayan* rules and regulations, standard operating procedure and other issuances relative to the maintenance of safety and security of the Court;
 - d. Conduct inspection of all carry-on baggage and packages that enters the *Sandiganbayan* premises;
 - e. Conduct random physical inspection of people coming in and out of the Court's premises, as warranted; and
 - f. Participate in every emergency preparedness drill.

B. The service provider shall provide the SANDIGANBAYAN with specified number of qualified, competent, uniformed and armed guards who possess the following qualifications:

1. Must be a Filipino Citizen;
2. Must have attended college;
3. Must have three (3) years relevant experience as security guard;
4. Must be physically and mentally fit and not less than 25 or more than 45 years of age;

5. Has no pending criminal case filed in court or any police record involving criminal acts;
 6. Must be duly licensed and properly screened and cleared by PNP, NBI, and other government offices issuing clearances for employment. For this purpose, the service provider shall present the result/s of the neuro-psychiatric test of the prospective security guards; and
 7. Must pass the interview conducted by the *Sandiganbayan*.
- C. The service provider/contractor shall provide the *Sandiganbayan* with certified photocopies of 201 files of all security personnel deployed in the *Sandiganbayan* premises.
- D. The service provider/contractor shall provide the *Sandiganbayan* with guards equipped with, among other things relevant to the performance of duty, 9mm pistol and ammunition, two-way radio, handcuff, LED flashlight, and first aid kit, which has the following inclusions: a) band aid, b) alcohol pad, c) betadine, d) ammonia, e) gauze pad (small), f) bandage scissors, g) micropore tape/transpore surgical tape.
- E. The service provider/contractor shall provide the *Sandiganbayan* with two (2) two-way radios for the Court's Security Officer in-Charge and the organic guard on-duty.
- F. The service provider shall submit a scheme/schedule of standby relievers and under no circumstance, shall it allow a security guard to render two (2) successive shifts in one day.
- G. During the Post-Qualification process, the service provider/contractor must submit at least one (1) client satisfaction rating from a government agency or a private corporation with whom it has a past or on-going contract.
- H. The *Sandiganbayan* shall have the sole option to cancel/terminate the contract at any time for violation of any of the terms and conditions thereof and/or, if in its judgment, the service it has rendered is substandard and/or unsatisfactory.
- I. The service provider/contractor shall maintain a satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria, which shall include, among others: (i) quality of service delivered; (ii) management and suitability of personnel; and (iii) submission of monthly reports.
- J. Before the year ends, *Sandiganbayan* shall conduct an assessment or evaluation of the performance of the service provider/contractor based on the set of performance criteria prescribed by the *Sandiganbayan*.
- K. The service provider/contractor must submit an accomplished Cost Distribution Form (Annex "A").

ANNEX "A"



REPUBLIC OF THE PHILIPPINES
SANDIGANBAYAN
 QUEZON CITY

COST DISTRIBUTION FORM: SECURITY SERVICES

Criteria:

Minimum Daily Basic Wage - PhP____.00
 COLA - PhP10.00
 No. of Security personnel required - Three (3)
 Contract Duration - One (1) Year

Item A	Reimbursable Cost	Particulars		Amount
		Day Shift	Night Shift	
	<i>1. Average Monthly Wage per Security Personnel</i>			
	a. Basic Salary	10,493.34	10,493.34	
	b. COLA			
	c. 13 th Month Pay	811.12	811.12	
	d. Service Incentive Leave Pay (5days)	133.34	133.34	
	e. Night Differential Pay		1,049.34	
	<i>2. Monthly Contributions Paid Directly to Government per Security Personnel</i>			
	a. Retirement Benefit	600.00	600.00	
	b. SSS premiums	773.50	773.50	
	c. PHILHEALTH Premiums	144.28	144.28	
	d. State Insurance Fund	10.00	10.00	
	e. Pag-ibig Fund Contributions	100.00	100.00	
B.	Administrative Overhead per Security Personnel¹			
C.	Value Added Tax (VAT)			
	Total Monthly Rate per Security Personnel			
	Total Monthly Rate of Three (3) Security Personnel			
	TOTAL CONTRACT RATE			PhP

Amount in Words: _____
 Authorized Representative (Signature above Printed Name): _____
 Date: _____

¹ In the determination of the cost for administrative overhead per security personnel, the Procuring Entity follows the position of GPPB, as contained in its Resolution No. 14-2012, and reiterated through Resolution No. 14-2015 and Circular No. 04-2015, both dated 30 April 2015.