

Republic of the Philippines
Sandiganbayan
Quezon City
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Contact Person: Connie / Razel

 **MA. TERESA S. PABULAYAN**
Executive Clerk of Court IV

July 4, 2018

Request for Quotations of Prices

Sir/madam:

Please quote your lowest prices to the Government on the following items:

**One (1) lot Procurement of Services of Three (3) Security Guards P _____/lot
For Sandiganbayan in Baguio City for CY 2018-2019 in
three (3) shifting schedules at eight (8) hours per shift from
Monday to Sunday**

Please see attached Terms of Reference (TOR)

IMPORTANT CONDITIONS

1. All quotations submitted to this Office are considered an offer of the items specified above at the prices quoted thereon and a guaranty of availability of the quoted items. In the event that the offer is accepted, a PURCHASE ORDER FOR items above-mentioned will be sent to the dealers concerned advising them such acceptance, the delivery of the said items and the availability of funds needed for this purpose.

2. Goods supplied are subject to inspection by the auditor or his duly authorized representative. Payment therefore will be effected after the said inspection and acceptance of the items supplied, subject to the usual audit requirements.

3. This Office hereby reserves the right to reject any or all offers, or accept such offer it may consider most economical and advantageous to the government.

4. That the dealer should specify below, the duration of the time they can hold the items available for this agency, and the penalty of failure to deliver within the period stipulated for reasons of non-availability of stock, contrary to the guaranty of its availability contained in the quotations submitted, will be the payment of the difference of the amount paid by this agency to the dealer quoting the next lower price, and that offered by the delinquent dealer.

5. That the Official Invoice/Official Receipt of dealer contains his/her firm's Tax Account No. and BIR Permit No. pursuant to P.D. 1255, as amended.

6. This Office shall require the submissions of the following documents from the dealer/offeree which submitted the *Lowest Calculated and Responsive Quotation* prior to payment, in accordance with Annex "H", Appendix A, Item No. II of the 2016 Revised Implementing Rules and Regulations of Republic of Republic Act No. 9184:

- a. latest Mayor's/Business Permit;
- b. latest Certificate of PhilGEPS Registration; and
- c. latest Income/Business tax returns
- d. Omnibus Sworn Statement

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

CANVASS BY:

Very truly yours,


PANCHITO C. ALAVAREN, JR.
Supply Officer III

We are pleased to quote our lowest prices of the items indicated above under the foregoing conditions set forth.

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 CY 2018 AND 2019**

I. APPROVED BUDGET FOR THE CONTRACT (ABC)

The SANDIGANBAYAN shall offer public bidding to all prospective bidders for the procurement of Security Services with an Approved Budget for the Contract (ABC) amounting to **FIVE HUNDRED SEVENTY SIX THOUSAND NINE HUNDRED FIFTY-FOUR PESOS (Php576,954.00)** for a period of one (1) year inclusive of all applicable taxes and fees.

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** to man specific post/assignment within the SANDIGANBAYAN in Baguio City by rotation 8-hour shift schedule on a 24/7 shift coverage.
2. To perform the following:
 - a. To guard and protect 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 SANDIGANBAYAN premises.
 - b. Protect 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.
 - f. Participate in the emergency preparedness drills.

B. The winning bidder 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 3 years relevant experience as guard;
 4. Must be physically and mentally fit and not less than 25 or more than 45 years of age as evidenced by a birth certificate;
 5. Must have passed and undergone regular security service training within the last 6 months, psychological evaluation test, neuropsychiatric examination, polygraph integrity profile and drug test conducted by an authorized government agency or government accredited laboratory/clinic;
 6. Must be of good moral character, courteous, alert and without any pending criminal case filed in court or any police record involving criminal acts;
 7. Must be duly licensed and properly screened and cleared by PNP, NBI, and other government offices issuing clearances for employment;
 8. Must pass the physical and mental examination and interview conducted by the SANDIGANBAYAN.
- C. The winning bidder shall submit a scheme/schedule of standby relievers and under no circumstance, shall it allow a security guard render two (2) successive shifts in one day.
- D. The winning bidder shall supply, install and maintain **6 Channel CCTV System** with 6 cameras that may be split up into sets. The possible location of CCTV cameras shall be determined by the SANDIGANBAYAN upon assumption of the winning bidder. The CCTV system to be provided must have the following specifications:
1. With high-end H-264 6 channels DVR, 6 night vision outdoor CCTV cameras
 2. 6 Channel DVR which supports real-time recording up to 30 frames per second on each channel and the newest most advanced H-264 compression to maximize picture quality and storage space
 3. DVR recorder – Record all 6 channels at 30 frames per second at full 720 x 480 pixels each. It has built-in scheduler that gives the user the ability to pick the time and day for the DVR to record. Can store video recording for all 6 channels up to at least 30 days
 4. HDMI – HDMI output use with HDMI compatible monitor
 5. USB 2.0 – Two USB ports and one USB 2.0. This can be used as a mouse port or used for a quick clip backup utility
 6. Built in DDNS domain address
 7. Existing files can be compressed by up to 80% without compromising video quality
 8. The entire system can be linked to an external drive as back up
 9. Night Vision – Day and night functionality. Packed with IR LED's that gives it the ability of a night vision with a range of at least 20 meters
 10. Water Proof (floor outdoor camera)
 11. Size of TV Monitor as applicable