


Republic of the Philippines
 DEPARTMENT OF SCIENCE AND TECHNOLOGY
 Caraga Regional Office No. 13
 CSU Campus, Ampayon, Butuan City
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REQUEST FOR QUOTATION

Company Name: _____ Date: 3/12/2020
 Address: _____ Quotation#: 189-2020

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the return envelope attached herewith.


IMELDA S. MEZO
 Chief Admin. Officer

Item No.	Item & Description	QTY.	UNIT OF MEASURE	UNIT PRICE
1	SECURITY SERVICES for the Gold-Copper Processing Plant at Del Pilar, Cabadbaran City.	1	LOT	
	*The Security Agency will provide three (3) security guards to be rotated on an 8-hour working schedule daily at three (3) working shifts.			
	*The Security Agency must be duly licensed, registered, and a member of PADPAO with proper operating permits and other statutory requirements. It must have been engaged in the business for at least three (3) years.			
	*The proof of paid remittances for the following (concerned) government agencies: SSS, PHILHEALTH and PAGIBIG will be in the form of certification issued by the said agencies.			
	*The security guards assigned shall be provided with proper agency uniforms and visible identification badges. They must also be duly licensed.			
	*The security guards shall be equipped with original, branded, and duly licensed firearms and ammunitions necessary in the course of their security enforcement and maintenance of peace and order at the premises of the Gold-Copper Processing Plant.			
	*The Security Agency shall provide one (1) unit Base Radio and one (1) unit Handheld Radios as communications equipment.			
	*Contract Period and Extension: The Security Services shall be provided 24-hours daily from April 1, 2020 - December 31, 2020. Extension of services is subject to the availability of funds.			
	See attached Cost Distribution Schedule			

	Additional Set of Technical Parameters for Security Services:			
	1. Stability			
	(a) Years of Experience			
	(b) Liquidity of the Contract			
	(c) Organizational Set-up			
	2. Resources			
	(a) No. of Licensed Firearms			
	(b) No. and Kind of Communication Devices			
	(c) No. and Kind of Motor Powered Vehicles			
	(d) No. of Licensed Guards			
	3. Security Plan			
	4. Other Factors			
	(a) Recruitment and Selection Criteria			
	(b) Completeness of Uniforms and Other Paraphernalia			
	Purpose: For 24-hour security of the Gold-Copper Processing Plant at Cabadbaran City from April - December 2020.			
	PR#: 2020-03-194			

After having carefully read and accepted your General Conditions, I/We quote you on the item at

Printed Name/Signature of Supplier

Contact Number

Date

PART III. ITEMS AND SPECIFICATIONS

The bidder will supply the specific daily rate and other figures of the security guard based on the hours duty per day

COST DISTRIBUTION SCHEDULE
(7 days a week (393.8 days) -DOLE Rates
PROCUREMENT OF SECURITY SERVICES

(January to December 2020)

PARTICULARS	Gold-Copper Processing Plant, Del Pilar, Cabadbaran City
FINANCIAL PROPOSAL	
AMOUNT DIRECTLY PAID TO SECURITY GUARD	
Days worked per week	7 days
No. of days per year	393.80 days
Number of hours work per day	8 hours
SCHEDULE 1	
1.1 Average Pay per SG (305/day x 393.8/12)	10,009.08
1.2 Night Differential (Regular Wage x 10% x 1/3)	333.64
1.3 Five (5) days incentive (305/day + 15)(5/12)	133.33
1.4 13th Month Pay (Basic Salary not less done 1/12)	773.09
1.5 Uniform Allowance (RA 5487)	100.00
1.6 COLA (15/day x 365/12)	471.25
TOTAL	11,820.39
SCHEDULE 2	
AMOUNT PAID TO GOVERNMENT IN FAVOR OF SECURITY GUARD	
2.1 SSS Premium (employer's share)	880.00
2.2 PhilHealth (employer's share)	137.63
2.3 Employees Compensation	10.00
2.4 HDMF (Pag-Ibig)	100.00
2.5 Retirement Benefits (RA 7641)	571.88
TOTAL	1,699.51
SCHEDULE 3: OTHER COSTS	
3.1 Admin Expenses and Margin of profits	
TOTAL	
SCHEDULE 4: TAXES TO GOVERNMENT	
4.1 Schedule 3 x 12% (Value Added Tax)	
TOTAL	
x no. of security guard	
TOTAL	
x 12 Months	
GRAND TOTAL	

Note : Employer and employee share in SCHEDULE 2 must conform to the latest Contribution Schedule of Philhealth, SSS, Pag-Ibig. The basis for the computation in SCHEDULE 2 will be the sum of Average Pay, COLA and 5 Days Incentive, Night Shift Differential includes NSD pay on Regular Days, Regular Holidays and Special Holiday.

