



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OFFICE OF ESCALANTE CITY

Bids and Awards Committee

Project Name:

PROCUREMENT OF SECURITY SERVICES IN SCHOOLS DIVISION OFFICE OF ESCALANTE CITY, NEGROS OCCIDENTAL

Escalante City, Negros Occidental, Philippines
 Tel. Nos – (034) 467-3934, (034) 467-2542, (034) 467-3938
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Request for Quotation

Date: 03/13/2026
 Quotation # : RFQ2026-Q1-001
 Mode of Procurement: Small Value Procurement

To all Eligible Service Providers:

- I. Please quote your lowest price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions of this RFQ, and submit your quotation duly signed by your representative in an envelope not later than **03/17/2026** at DepEd, Division of Escalante City BAC Office, Escalante City, Negros Occidental, Philippines. For more information please call SDO Escalante-BAC Secretariat at Telephone No.: (034) 724-5720, (034) 454- 0746. Prospective service provider shall be responsible to verify details of items described below with the Office of the Schools Division of Escalante City Bids and Awards Committee, Telephone No. (034) 724-5720, (034) 454- 0746

MARITES C. CAPILITAN, PhD

Chairperson, Bids and Awards Committee

II.

Delivery Date for the Service/s	Schedule of Delivery	Delivery Location	Approved Budget for the Contract	Price offered for the item/s
APRIL 2026	APRIL 2026	SDO ESCALANTE	230,000.00	
NAME OF PROJECT:		PROCUREMENT OF SECURITY SERVICES IN SCHOOLS DIVISION OFFICE OF ESCALANTE CITY, NEGROS OCCIDENTAL		

This is to submit our price quotations as indicated above subject to the terms and conditions of this RFQ.

Service Provider's Name:				TIN No.	
Address:					
Telephone No.		Fax no.		E-mail	
Service Providers' Authorized Representative					Date :
Signature over Printed Name:					

Bids and Awards Committee

Instruction: Indicate "comply" or "not comply" in the space provided below.

ITEMS & DESCRIPTION	Unit	No. of item/unit	ESTIMATED UNIT COST	Unit Price (ABC)	Price Offered	Total Price Offred	Statement of Compliance (State "Comply" or "Not Comply")
SECURITY GUARD	MONTHS	10	23,000.00	230,000.00			
DESCRIPTION: 1. Must have active private security license; 2. With licensed short arm pistol; 3. Must have attended relevant trainings/seminars within three years; 4. Must wear uniform at all times including handcuffs, heavy duty flashlight, whistle, ballpen, and first-aid kit; and 5. The agency must be compliant with related DOLE rules and regulation as to employee's compensation.							
Total:				230,000.00			
*****Nothing follows*****							

ITEMS DESCRIPTION	Statement of Compliance (State "Comply" or "Not Comply")
Documentary Requirements: 1. Updated/Valid PHILGEPS Certificate of registration	

2. Quotation sheet shall include the terms of payment, price validity, company TIN.	
3. Business/Mayor's Permit or Official Receipt as proof of renewal upon post-qualification	

III. Terms and Conditions

A. Submission of Requirements

1. Quotations and other requirements stated below shall be addressed to the Bids and Awards Committee (BAC) Chairperson c/o BAC Secretariat at Escalante City, Negros Occidental, Philippines. If quotation is sealed, please indicate in the envelope the quotation number and name of bidder.
2. In addition, you are required to submit the following necessary documents:
 - a. Present valid Mayor's Permit or Official Receipt as proof of renewal upon post-qualification; and,
 - b. Present valid Mayor's Permit prior to payment.
 - c. PhilGEPS Registration Number
 - d. Certification re: Compliance to DOLE Rules and Regulations as to employee compensation

(Note: Supplier who already submitted their documents in the previous procurement/s may no longer submit the necessary documents mentioned above.)

B. Price Validity

Price should be valid thirty (30) calendar days after the deadline of submission of quotation.

C. Ocular Inspection

The BAC, if necessary, may order the conduct of an ocular inspection prior to award and/or conduct of the event.

D. Award

The provider who submitted the lowest calculated responsive quotation and who passed post qualification conducted by the BAC and end-user shall be awarded the contract.

Bids and Awards Committee

In case of tie of two or more Bidders whose bids are determined and declared as the Lowest Calculated and Responsive Bids (LCRB) having been Post-Qualified, the method to be used to break the tie is "draw lots" which is non-discretionary and non discriminatory.

In case of non-appearance of one party, it waives the right to participate in the drawing of lots but not in the acceptance of award if declared as winner.

E. Delivery of Service

Delivery of Goods/s shall be on the date specified in the Request for Quotation (RFQ) or in the Purchase Order. In case the service/s shall be moved by the end-user within the validity period (30 days) the service provider is responsible to accommodate the request. On the other hand, the service provider may reject the award if the new schedule is beyond the validity period.

F. Evaluation of Quotations

Quotation shall be compared and evaluated on the basis of the following criteria:

1. Price Quotation;
2. Compliance with Items & Description
3. Completeness of documents submitted

Note: (Validation of the submitted documents is done during post-qualification.)

G. Instructions

Provider shall be responsible for the source(s) of its goods/services/equipment, which shall provide in accordance with the schedule, and specifications of the RFQ or contract. Failure of the provider to comply with this provision shall be ground for cancellation of the award or purchase order/contract issued to the provider.

1. Provider who accepted a contract but failed to deliver the required goods/services/equipment within the time called for in the contract shall be disqualified from participating in DepEd or any of the DepEd units' future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its revised IRR against the supplier.
2. All duties, excise, and other taxes and revenue charges shall be paid by the provider.
3. All transactions are subject to withholding of credible Value Added Tax and/or Expanded VALUE Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.
4. Internal Revenue.

H. Liquidated Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the purchased Goods.

I. Warranty

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

J. Payment

One Hundred Percent (100%) may be paid to the Provider's Account less Government Taxes after the complete delivery/ies; **based on the actual completed Delivery of the Goods/Services.**

The *DepEd Escalante City-Bids and Awards Committee* reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders



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