



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGIONAL OFFICE VIII  
VILLA RUIZ, BARANGAY 77, MARASBARAS, TACLOBAN CITY

**REQUEST FOR QUOTATION (RFQ)**  
**Delivery of Security Services for December 1-31, 2024**

August 5, 2024

**The Manager**

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**Dear Sir/Madam:**

Please quote your price for the item specified below, taking into consideration the following:

**PROCUREMENT TERMS & CONDITIONS**

1. The Total Approved Budget for the Contract (ABC) is **Ninety-Six Thousand Seven Hundred Eighty-Three Pesos only (P96,783.00)**.
2. Price quotation should be inclusive of tax obligations.
3. **Evaluation of bids will be conducted on a "per lot" basis.**
4. Delivery period is from December 1-31, 2024 at the DBM-Regional Office VIII, Marasbaras, Tacloban City.
5. If awarded the contract, processing and payment shall be made within fifteen (15) calendar days upon receipt of billing/Statement of Account and other requirement stipulated in the attached documents.
6. Refusal to accept an award maybe ground for imposition of administrative sanctions under Rule XXIII of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.
7. Failure of the supplier to deliver goods and render services under the contract within the specified delivery schedule shall be liable for damages for the delay pursuant to Sec. 3 Annex D of the 2016 Revised IRR of RA 9184.
8. The BAC upon consultation with the end-user unit, may cancel or terminate the conduct of procurement activities pursuant to Sec. 35.6 of the 2016 Revised IRR of RA 9184. Moreover, the Head of the Agency reserves the right to reject any and all bids, declare a failure of bidding or not award the contract in accordance with Section 41 of the same IRR.
9. **This RFQ must be duly filled out supported with the following documents, and the same must be sealed and submitted manually/on-site or through courier not later than August 12, 2024 @ 9:30 AM, DBM Bundy Clock Time:**
  - a) 2024 Mayor's/Business Permit.
  - b) Notarized Omnibus Sworn Statement (OSS) using the attached format.
  - c) Bid Form and Price Schedule using the attached prescribed format
  - d) Technical Specifications
  - e) Schedule of Requirements
10. **The supplier's PhilGEPS Registration Number must be indicated at the 2nd page of this RFQ.**

**Address of bid submission**

**FLORITA M. LACDO-O, BAC Chairperson**  
DBM-Regional Office No. VIII  
Villa Ruiz, Marasbaras, Tacloban City

  
**ENERIZA A. REALINO**  
Canvasser

  
**FLORITA M. LACDO-O**  
BAC Chairperson

I have read and understood the Procurement Terms & Conditions. By signing this quote, I hereby agree and bind myself to the Terms & Conditions indicated in this RFQ and the attached documents.

**Delivery of Security Services for the month of December 2024**

Lot	Qty	Unit	Particulars	ABC	TOTAL BID PRICE
1	3	Security Guard	<p><b>Procurement for the Delivery of Security Services for December 1-31, 2024 in the DBM Regional Office No. VIII</b></p> <p><b>Delivery of Security Services</b></p> <p>Please refer to the attach documents for the Specifications, Schedule of Requirements, General and Special Conditions of the Contract, Price Schedule and other information relevant to this procurement</p>	96,783	
				<b>96,783</b>	

**Please fill-out this portion LEGIBLY and COMPLETELY:**

Signature over Printed Name of Authorized Representative: \_\_\_\_\_  
 Position in Firm: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_  
**PhilGEPS Registration No.** \_\_\_\_\_

Date: \_\_\_\_\_

*12/5/24*