

REQUEST FOR QUOTATION

Date : _____

RFQ No.: _____

Name of Company : _____

Address : _____

Name of Store/Shop : _____

Address : _____

TIN : _____

PhilGEPS Registration Number (required prior to award): _____

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Procurement of Security Services for Small Business Corporation Head Office** in accordance with **Section 34** of the Implementing Rules and Regulations of Republic Act of 12009.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFO. Submit your quotation duly signed by you or your authorized representative not later than **April 20, 2026 at 10:00 AM** together with the documentary requirements indicated in the attached Technical Specifications/Terms of Reference.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1734 or email address at bac@sbcorp.gov.ph


Rowena G. Betia
BAC Chairperson

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements Will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

b. Single Proprietorship – if the person representing the company or acting on behalf of the company is not the registered owner.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Procurement of (Name of Item/s to be procured)	
TECHNICAL SPECIFICATIONS (detailed) TERMS OF REFERENCE Procurement of Security Services for Small Business Corporation Head Office	REMARKS <i>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specifications</i>
<p>I. Objectives</p> <p>The Small Business Corporation ("SB Corp") requires the services of a reputable and duly licensed Security Agency to ensure the safety and protection of its personnel, clients, properties, documents, and premises at the Head Office. The engagement of a private security agency is necessary to maintain a secure working environment and safeguard the Corporation's assets.</p> <p>This Terms of Reference (TOR) outlines the requirements, scope of services, qualifications, and obligations governing the procurement of security services for the SB Corp Head Office.</p> <p>II. Scope of Services</p> <p>The Security Agency shall deploy licensed, trained, and qualified security personnel to perform the following:</p> <ol style="list-style-type: none"> 1. Protection of Personnel and Clients <ul style="list-style-type: none"> • Safeguard employees and visitors within the premises. • Provide immediate response to security incidents. 2. Protection of Premises and Property <ul style="list-style-type: none"> • Guard entrances, exits, and designated posts. • Monitor movement of equipment, documents, and supplies. • Safeguard office furniture, equipment, vehicles, and other corporate properties. • Check doors, windows, gates, and access points. • Ensure all electrical equipment are turned off before leaving the office at night. • Detect and report unusual activities. 3. Access Control and Monitoring <ul style="list-style-type: none"> • Conduct inspection of persons, packages, and vehicles entering/exiting the premises. 	

- Implement visitor management protocols.
 - Maintain logbooks and incident reports.
- 4. Emergency Preparedness and Response**
- Assist in fire prevention and initial firefighting.
 - Provide first response during emergencies (fire, earthquake, medical incidents).
 - Assist in evacuation drills and emergency procedures.
- 5. Other Related Services**
- Maintain orderliness within the premises.
 - Assist in receiving and recording visitors.
 - Assist in receiving calls from clients and endorse them to concerned personnel or units.

III. Deployment Requirements

- 1. Number of Security Personnel**
- Two (2) Security Guards (SGs).
 - SB Corp may increase or decrease the number of guards at the same contract rate upon written notice.
 - SB Corp reserves the right to reject any assigned guard and require a replacement. Replacement must be deployed within one (1) day from notice.
- 2. Work Schedule**
- Weekday (12 Hours) - from seven (7) AM to seven (7)PM
 - Saturday (10 Hours) – from seven (7) AM to five (5) PM
- 3. Location**
- Small Business Corporation Head Office – 17th, 18th, and 19th (Units 1903 & 1904 only) Floors, 139 Corporate Center, 139 Valero St., Salcedo Village, Makati City
- 4. Relievers / Augmentation**
- Security Agency must provide relievers for sick leave, rest days, and emergencies at no additional cost.
- 5. Firearms and Ammunitions**
- The Security Agency shall provide one (1) firearm per security guard and at least one (1) round of ammunition for use only when extremely necessary and in accordance with law.

IV. Minimum Qualifications of the Security Agency

1. Must be duly licensed and registered with the appropriate government authorities, including:
 - o The Local Government Unit (LGU);

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specifications

- The Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), or its equivalent;
 - The Philippine National Police – Supervisory Office for Security and Investigation Agencies (PNP-SOSIA); and
 - The Bureau of Internal Revenue (BIR).
2. Have at least ten (10) years of experience in providing security services to government institutions.
 3. Must not be currently blacklisted by any government agency.
 4. Must be up to date with statutory remittances, including SSS, PhilHealth, and Pag-IBIG contributions.
 5. Maintain an established office, operations center, and/or functional communication facilities within Metro Manila.

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specifications

Minimum Qualifications of Security Guards

Each security guard must:

1. Possess a valid license issued by the Philippine National Police.
2. Have at least two (2) years of relevant security experience.
3. Have no pending criminal or administrative case.
4. Have completed at least one (1) year of college education.
5. Be physically and mentally fit.
6. Be of good moral character and properly cleared by the PNP and NBI.
7. Be courteous and trained in dealing with the public.

VI. Equipment, Supplies, and Logistics

The Security Agency shall provide, at its own cost:

- Communication devices (radios, phones)
- Flashlights and batteries
- Logbooks and report forms
- Security uniforms and identification badges
- Night sticks / batons, handcuffs, whistles
- First-aid kit
- Firearms and ammunitions

VII. Legal and Regulatory Compliance

The Security Agency must comply with the following:

- RA 12009 and its IRR
- Labor Code of the Philippines
- DOLE Department Orders on security personnel (including retirement benefit fund requirement)
- PNP-SOSIA rules and regulations
- All other applicable national and local laws
- SSS, Philhealth, Pag-Ibig remittances

VIII. Responsibilities of Security Agency

1. Supervision and Control

The Security Agency shall exercise direct control and supervision over the security guards assigned to SB Corp in accordance with the rules and regulations promulgated by the Philippine National Police (PNP). It shall be responsible for the proper conduct and effective implementation of all security operations and shall maintain operational control over the assigned guards.

SB Corp reserves the right to issue reasonable directives and instructions concerning security measures necessary to protect its properties and safeguard the lives of its officials, employees, and clients against assault, theft, pilferage, sanitary hazards, and other unlawful acts.

2. Liability for Acts and Omissions

The Security Agency shall be solely liable for any and all acts or omissions of its security guards committed during their assigned tour of duty. The Agency shall ensure that its personnel observe the highest standards of professionalism, discipline, and integrity at all times.

3. Restitution for Loss or Damage

The Security Agency shall assume full responsibility for restitution and/or payment to SB Corp for any loss or damage arising from theft, robbery, pilferage, trespass, or other unlawful acts occurring during the assigned duty hours of the guard/s, provided that such loss or damage is established, after due investigation conducted by SB Corp's authorized investigators or by an independent party jointly appointed by both parties, to have been primarily caused by the negligence, misconduct, or fault of the guard/s.

4. Indemnification Clause

The Security Agency agrees to indemnify, defend, and hold SB Corp, its officers, employees, and representatives free and harmless from any and all claims, liabilities, damages, losses, costs, and expenses (including reasonable attorney's fees) arising out of or in connection with:

- Acts or omissions of the deployed security guards;
- Violations of applicable laws and regulations; or
- Breach of the terms and conditions of the Contract.

5. Training and Medical Requirements

The Security Agency shall ensure that all guards undergo the

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required orientation or seminar prior to deployment. It shall likewise conduct regular neuro-psychiatric examinations and drug testing for all guards assigned to SB Corp. Proof of compliance shall be submitted upon request.

6. Compliance with Labor Laws and Solidary Liability

The Security Agency guarantees that wages, overtime pay, night differential, holiday pay, 13th month pay, and all other statutory benefits of the deployed guards shall be paid in accordance with the Labor Code and applicable wage orders.

The Security Agency acknowledges that, in accordance with applicable labor laws, SB Corp may be held solidarily liable with the Security Agency for unpaid wages and statutory benefits of the deployed guards. In such event, the Security Agency shall reimburse SB Corp for any amount paid on its behalf.

IX. Performance Security

The Security Agency shall secure and maintain, at its own expense, a performance security to guarantee faithful performance of its obligations under the contract. The performance security shall be in the amount not less than the required percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security
a) Cash or cashier's or manager's check issued by a bank.	Five percent (5%)
b) Bank draft or guarantee or irrevocable Letter of Credit issued by a bank. If issued by a foreign bank, it shall be confirmed or authenticated by a local bank.	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

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The Security Agency shall submit its performance security prior to deployment and shall ensure that such security is renewed and updated in case of any contract extension or renewal.

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specifications

X. Contract Period

The contract period shall be one (1) year, subject to extension or renewal in accordance with applicable procurement laws and agency requirements.

Payment Terms

- Payments shall be made monthly upon submission of complete billing statements and supporting documents.
- Applicable taxes shall be withheld, including tax on the Administrative Fee.

XII. Performance Criteria

Performance of the Security Agency, including its security guards, shall be evaluated using the following criteria:

1. Conformity of technical requirements;
2. Timeliness in the delivery of services;
3. Behavior of the personnel;
4. Response to complaints; and
5. Compliance with set office policies.

XIII. Criteria for Evaluation of Bids

Bids shall be evaluated based on: (i) Mandatory Technical Compliance, and (ii) the Technical Evaluation Scorecard.

Failure to comply with any requirement under the Mandatory Technical Compliance shall result in outright disqualification. Bids that pass the mandatory requirements shall be evaluated using the Technical Evaluation Scorecard, which carries a maximum total score of One Hundred (100) points, distributed as follows:

- | | |
|--|-------------|
| 1. Number of Years in Operation | – 30 Points |
| 2. Number of Completed and/or Ongoing Contracts with Government Institutions | – 30 Points |
| 3. Number of Licensed Security Guards | – 20 Points |
| 4. Training and Competency | – 20 Points |
| Total – 100 Points | |

The detailed description of each criterion, including the scoring methodology and corresponding documentary requirements, is provided in the Bid Evaluation Form, attached hereto as Annex "A", which forms an integral part of this Terms of Reference.

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specifications

XIV. Other Conditions

- The SB Corp reserves the right to require replacement of any guard for non-performance, misconduct, or any valid reason.
- The Security Agency shall be liable for losses or damages resulting from the negligence of its security personnel.

XV. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) is **PESOS: ONE MILLION TWO HUNDRED THOUSAND (Php 1,200,000.00)** inclusive of VAT and all applicable government taxes.

XVI. Schedule of Payment Requirements

The Security Agency shall pay its security guards the following:

1. Amount due to Guard
 - a. Basic pay
 - b. Overtime 4 hrs/day (Monday to Friday)
 - c. Overtime 2 hrs/day (Saturday)
 - d. 5-Day Incentive Leave
 - e. 13th Month Pay
 - f. Uniform Allowance
2. Amount due to Government in favor of Guard
 - a. SSS Premium
 - b. SSS Investment and Savings Program
 - c. Employee Compensation
 - d. Philhealth Contribution
 - e. Pag-ibig Fund
 - f. Retirement Benefits
3. Administrative Fee

XVII. Submission of Proposal

Bidders shall prepare and submit their bids in accordance with the Schedule of Payment Requirements under Section XVI of this TOR. In computing the security guard's salary, bidders shall use Annex "B," apply the prevailing minimum wage rate, and submit the resulting computation as an annex to the Price Quotation. All amounts due to the security guard, as well as the required remittances to government agencies, shall be computed in compliance with applicable laws, rules, and regulations,

including issuances from regulatory bodies such as the DOLE, SSS, ECC, Pag-IBIG, and PhilHealth.

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specifications

XVIII. Submission of Documents

For purposes of determining the bidder's eligibility and compliance with the requirements of this procurement, bidders shall submit the following documents, classified as follows:

A. Eligibility Documents

1. **Valid Registration Certificate** issued by the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), or its equivalent;
2. **Valid Mayor's/Business Permit** issued by the city or municipality where the principal place of business is located;
3. **PhilGEPS Registration Certificate**;
4. **BIR Form 2303 (Certificate of Registration)**;
5. **Latest Income Tax Return or Business Tax Return**;
6. **Certificates of Updated Remittances** issued by the SSS, PhilHealth, and Pag-IBIG;
7. **Valid License/Registration** issued by the Philippine National Police – Supervisory Office for Security and Investigation Agencies (PNP-SOSIA).

B. Technical Documents

1. **Company Profile**, indicating the date/year of establishment, principal office address, and any branches or satellite offices;
2. **Certification** that the bidder maintains an established office, operations center, and/or functional communication facilities within Metro Manila;
3. **List of Completed and/or Ongoing Contracts** with government institutions;
4. **List of Companies with Existing Contracts** (government and private), indicating the number of security guards deployed to each company;
5. **Training Certificates** for at least five (5) security guards, covering:
 - o Basic Security Guard Training; and
 - o Fire Safety, First Aid, and/or Emergency Response Training;
6. **Notarized Omnibus Sworn Statement.**

C. Financial Documents

1. **Duly Accomplished Request for Quotation (RFQ).**

DELIVERY REQUIREMENT	
a) 1 lot	
b) One (1) Year Contract	

FINANCIAL OFFER:

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate “0” if item being offered is for free.

PROCUREMENT OF (name of item/s to be procured)			
Quantity (A)	Description/Brand/Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
ABC Php1,200,000.00 Tax Inclusive			In words _____ In figures: _____

TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote for any or all the items.
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
- Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp shall adopt and employ “draw lots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor’s identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor’s account.
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The SBCorp shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Office Telephone No. _____

Signature over Printed Name

Mobile No. _____

Position/Designation

Email address: _____

BID EVALUATION FORM
Procurement of Security Services

A. MANDATORY TECHNICAL COMPLIANCE (PASS / FAIL)

Non-compliance with ANY item below shall result in outright disqualification during technical evaluation:

No.	Requirement	Complied (Yes/No)	Documentary Requirement
1	Valid permit or registration from the following government agencies: a. LGU (Mayor/Business Permit) b. SEC/DTI or its equivalent c. PNP-SOSIA d. BIR		Copy of the permit or registration duly issued by the concerned government agencies identified herein, subject to validation during post-qualification.
2	Not currently blacklisted with any government agencies as verified through the GPPB Blacklisting Portal		Omnibus Sworn Statement
3	Updated SSS, PhilHealth, Pag-IBIG Remittances		Certificate of Updated Remittances duly issued by the concerned government agencies identified herein, subject to validation during post-qualification.
4	Established office, operation center, and/or functioning communication facilities within Metro Manila		Company Profile or Certification indicating that the bidder has complied with this office requirement, subject to validation during post-qualification or ocular inspection.

Result:

- PASSED Mandatory Technical Compliance
 FAILED Mandatory Technical Compliance

B. TECHNICAL EVALUATION SCORECARD

1. No. of Years in Operation

Sub-Criteria	Points	Score	Documentary Requirement
Above 20 years	30		Company Profile; SEC/DTI or its equivalent, subject to validation during post-qualification.
15 to 19 years	20		
10 to 14 yers	10		

Subtotal (1): ____ / 35

2. No. of Completed and/or Ongoing Contracts with Government Institutions

Sub-Criteria	Points	Score	Documentary Requirement
10 Government institutions	30		List of Completed and/or Ongoing Contracts with Government Institutions, subject to validation during post-qualification.
8 to 9 Government institutions	20		
Less than 8 government institutions	10		

Subtotal (2): ____ / 35

3. No. of Licensed Security Guards (SG)

Sub-Criteria	Points	Score	Documentary Requirement
100 or more SGs	20		List of companies with existing contracts (government and private), indicating the number of security guards assigned to each company, subject to validation during post-qualification.
50 to 99 SGs	10		
Less than 50 SGs	5		

Subtotal (3): ____ / 20

4. Training & Competency

Sub-Criteria	Points	Score	Documentary Requirement
Conducted Basic Security Guard Training			Training Certificates (for at least five SGs)
Submitted 5 or more certificates	10		
Submitted less than 5 certificates	5		
Conducted Fire Safety, First Aid, or Emergency Response			Training Certificates (for at least five SGs)
Submitted 5 or more certificates	10		
Submitted less than 5 certificates	5		

Subtotal (4): ____ / 20

B. SUMMARY OF TECHNICAL SCORES

Criterion	Points	Score
1. No. of Years in Operation	30	
2. No. of Completed and/or Ongoing Contracts with Government Institutions	30	
3. No. of Licensed Security Guards	20	
4. Training & Competency	20	
TOTAL TECHNICAL SCORE	100	

D. TECHNICAL EVALUATION RESULT

Score: _____ (Passing Score 80 points)

- PASSED Technical Evaluation
- FAILED Technical Evaluation

DETAILED COST DISTRIBUTION

299 working days + 14 legal holidays = 313		
Daily Wage = P695.00		
Monthly Basic Pay = P695 x 313/12 = 18,127.92		
Amount to Guard		
Basic Pay	-	
Overtime (4hrs @ 247 days (Monday to Friday))	-	
Overtime (2hrs @ 52 days (Saturday))	-	
5-Day Incentive Leave	-	
13th Month Pay	-	
Uniform Allowance	-	
	Sub-Total	-
Amount Due to Gov't in favor of Guard		
SSS Premium (SSS Circular 2024-006)	-	
SSS Investment and Savings Program	-	
Employees Compensation	-	
Philhealth Contribution (695 x 26 days x 5%/2)	-	
Pag-ibig Fund (HDMF circular 460 Effective Feb 2024)	-	
Retirement Benefit (22.5 days per year of service)	-	
	Sub-Total	-
Total Amount to Guard and Gov't		-
Administrative fee/expense		-
Add: 12% VAT		-
Billing per Month		-
Annual Billing		-