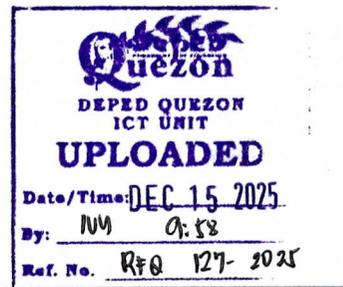




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



**Bids and Awards Committee**

RFQ No. 2025-88-RFOS  
Date: December 12, 2025

**REQUEST FOR QUOTATION**

The Department of Education, Division of Quezon, through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through SMALL VALUE PROCUREMENT** for the "PROCUREMENT OF SECURITY SERVICES FOR SDO QUEZON OFFICE" in accordance with Section 53.9 of the *Implementing Rules and Regulations of Republic Act No. 9184*

- Name of Project** : PROCUREMENT OF SECURITY SERVICES FOR SDO QUEZON OFFICE
- Approved Budget for the Contract** : Seven Hundred Sixty Two Thousand Pesos & 00/100 (**PhP762,000.00**)
- Specifications** : See attached Annex "D" for the Technical Specifications
- Location** : Talipan, Pagbilao, Quezon
- Delivery Term** : January 1, 2026 to December 31, 2026

Interested suppliers are required to submit their valid and current Mayor's permit, Income/Business Tax Return (for ABCs above PhP500k), Philgeps Registration, DTI or SEC Registration, BIR Certificate of Registration and Original Notarized Omnibus Sworn Statement, and Original Special Power of Attorney of the Owner or all members of the joint venture giving full power and authority to its officer or designated person to sign the OSS and do acts to represent the Bidder, upon submission of quotation.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if there are signed or initialed by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 10:00 a.m. of December 16, 2025 at DepED, Division of Quezon, Talipan, Pagbilao, Quezon. Please submit your quotation in a sealed envelope addressed to:

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

---

Lorena S. Walangsumbat  
BAC Chairperson  
DepEd, Division of Quezon  
Talipan, Pagbilao, Quezon

You may also download the quotation form at [www.depedquezon.com.ph](http://www.depedquezon.com.ph).

For inquiries, you may contact us at tel. no. 042-784-0366 and look for Hilariona E. Coronado.

Very truly yours,

  
LORENA S. WALANGSUMBAT  
BAC Chairperson

DEPEDQUEZON-TM-SDS-04-025-003

---



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321





Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

**APPROVED BUDGET FOR THE CONTRACT**

Project Description	Item No.	Item Description	Unit	Quantity	Unit Cost (PhP)	Total Cost (PhP)
PROCUREMENT OF SECURITY SERVICES FOR SDO QUEZON OFFICE		PROCUREMENT OF SECURITY SERVICES FOR SDO-QUEZON FOR FY 2025 (Jan. 1, 2026 – December 31, 2026)  3 SECURITY GUARDS TO BE ASSIGNED IN SDO QUEZON, TALIPAN, PAGBILAO, QUEZON WHO ARE REQUIRED TO RENDER SERVICES IN THREE (3) SHIFTS EVERYDAY INCLUDING REGULAR HOLIDAYS AND SPECIAL NON WORKING HOLIDAYS: DAY SHIFT: 6AM-2PM, 2PM-10PM NIGHT SHIFT: 10PM-6AM 8 HOURS WORK PER DAY 7 DAYS A WEEK NEW DAILY WAGE NIGHT SHIFT DIFFERENTIAL 13 <sup>TH</sup> MONTH PAY 5 DAYS INCENTIVE PAY LEAVE UNIFORM ALLOWANCE SSS PREMIUM PHILHEALTH CONTRIBUTION STATE INSURANCE FUND (EC) PAGIBIG FUND (HDMF) AGENCY FEE (IN COMPLIANCE TO DOLE WAGE ORDER NO. IVA-20 EFFECTIVE SEPTEMBER 24, 2023 & INCLUSIVE OF 2% WITHHOLDING TAX)	lot	1	762,000.00	762,000.00

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321

DepEdTayoQuezon

[www.depedquezon.com.ph](http://www.depedquezon.com.ph)

[quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)



Republic of the Philippines  
**Department of Education**

Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

VALUE ADDED TAX -12%  
VAT BIR RMC 39-2007

MINIMUM  
QUALIFICATIONS OF  
SECURITY GUARDS:  
A. MUST BE AT LEAST  
25 YEARS OLD  
B. AT LEAST HIGH  
SCHOOL GRADUATE  
C. HAS UNDERGONE  
PRE-LICENSING TRAINING  
PROGRAMS FOR NEW  
RECRUITS OR  
REFRESHER TRAINING  
PROGRAMS TO INCLUDE  
AMONG OTHERS FIRST  
AID ADMINISTRATION,  
FIREFIGHTING  
TECHNIQUES, AND FOR  
SECURITY GUARDS WITH  
MORE THAN ONE YEAR  
EXPERIENCE  
D. PHYSICALLY AND  
MENTALLY FIT  
E. OF GOOD MORAL  
CHARACTER AND  
REPUTATION SUPPORTED  
BY NBI CLEARANCE  
F. KNOWS HOW TO  
DEAL PLEASANTLY AND  
COURTEOUSLY WITH  
PERSONNEL, CLIENTS  
AND THE GENERAL  
PUBLIC, SUPPORTED  
WITH A CERTIFICATION  
FROM SECURITY AGENCY  
G. PROOF OF NEURO-  
PSYCHIATRIC AND DRUG  
TEST CLEARANCE FROM  
ANY ACCREDITED DRUG  
TESTING LABORATORY

PROVIDE FURTHER THAT  
BOTH REGULAR LICENSE  
(PRIVATE LICENSE CARD)  
AND NBI CLEARANCE

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

	<p>SHALL BE VALID AS OF THE DATE OF OPENING OF QUOTATION AND SUBJECT TO RENEWAL, IF THE SAME SHOULD EXPIRE DURING THE CONTRACT IMPLEMENTATION.</p> <p>MATERIALS SUPPLIES AND EQUIPMENT;</p> <p>A. OPERATIONAL, FUNCTIONAL AND WELL MAINTAINED FIREARMS (9MM PISTOL) WITH VALID LICENSE IN THE NAME OF THE SECURITY AGENCY (PLUS ONE (1) MAGAZINE FOR EACH FIREARM), 1 UNIT</p> <p>B. HANDHELD RADIO WITH NTC LICENSE, 2 UNITS</p> <p>C. FLASHLIGHTS 3 UNITS</p>				
<b>GRAND TOTAL</b>					<b>762,000.00</b>

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321



DepEdTayoQuezon



www.depedquezon.com.ph



quezon@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

Annex "C"

**PRICE QUOTATION FORM**

Date

The Bids and Awards Committee  
DepED, Division of Quezon  
Talipan, Pagbilao, Quezon

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s, as follows:

Project Description	Item No.	Item Description	Unit	Quantity	Unit Cost (PhP)	Total Cost (PhP)
PROCUREMENT OF SECURITY SERVICES FOR SDO QUEZON OFFICE	1	PROCUREMENT OF SECURITY SERVICES FOR SDO-QUEZON FOR FY 2025 (Jan. 1, 2026 – December 31, 2026)		1		
<b>GRAND TOTAL</b>						

TOTAL AMOUNT IN WORDS

Signature Over Printed Name of Bidder

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321



DepEdTayoQuezon



www.depedquezon.com.ph



quezon@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE

Annex "D"

## Technical Specifications

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification".

Project Description	Item No.	Item Description	Statement of Compliance
PROCUREMENT OF SECURITY SERVICES FOR SDO QUEZON OFFICE	1	<p>PROCUREMENT OF SECURITY SERVICES FOR SDO-QUEZON FOR FY 2025 (Jan. 1, 2026 – December 31, 2026)</p> <p>3 SECURITY GUARDS TO BE ASSIGNED IN SDO QUEZON, TALIPAN, PAGBILAO, QUEZON WHO ARE REQUIRED TO RENDER SERVICES IN THREE (3) SHIFTS EVERYDAY INCLUDING REGULAR HOLIDAYS AND SPECIAL NON WORKING HOLIDAYS:            DAY SHIFT: 6AM-2PM, 2PM-10PM NIGHT SHIFT: 10PM-6AM            8 HOURS WORK PER DAY            7 DAYS A WEEK            NEW DAILY WAGE            NIGHT SHIFT DIFFERENTIAL            13<sup>TH</sup> MONTH PAY            5 DAYS INCENTIVE PAY            LEAVE            UNIFORM ALLOWANCE            SSS PREMIUM PHILHEALTH CONTRIBUTION            STATE INSURANCE FUND (EC)</p>	

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
 Trunkline #: (042) 784-0366, (042) 784-0164,  
 (042) 784-0391, (042) 784-0321



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

PAGIBIG FUND (HDMF)  
AGENCY FEE (IN  
COMPLIANCE TO DOLE  
WAGE ORDER NO. IVA-20  
EFFECTIVE SEPTEMBER 24,  
2023 & INCLUSIVE OF 2%  
WITHHOLDING TAX) VALUE  
ADDED TAX -12% VAT BIR  
RMC 39-2007

MINIMUM QUALIFICATIONS  
OF SECURITY GUARDS:

H. MUST BE AT LEAST 25  
YEARS OLD

I. AT LEAST HIGH  
SCHOOL GRADUATE

J. HAS UNDERGONE  
PRE-LICENSING TRAINING  
PROGRAMS FOR NEW  
RECRUITS OR REFRESHER  
TRAINING PROGRAMS TO  
INCLUDE AMONG OTHERS  
FIRST AID  
ADMINISTRATION,  
FIREFIGHTING  
TECHNIQUES, AND FOR  
SECURITY GUARDS WITH  
MORE THAN ONE YEAR  
EXPERIENCE

K. PHYSICALLY AND  
MENTALLY FIT

L. OF GOOD MORAL  
CHARACTER AND  
REPUTATION SUPPORTED  
BY NBI CLEARANCE

M. KNOWS HOW TO DEAL  
PLEASANTLY AND  
COURTEOUSLY WITH  
PERSONNEL, CLIENTS AND  
THE GENERAL PUBLIC,  
SUPPORTED WITH A  
CERTIFICATION FROM  
SECURITY AGENCY

N. PROOF OF NEURO-  
PSYCHIATRIC AND DRUG  
TEST CLEARANCE FROM

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Trunkline #: (042) 784-0366, (042) 784-0164,

(042) 784-0391, (042) 784-0321



DepEdTayoQuezon



www.depedquezon.com.ph



quezon@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

ANY ACCREDITED DRUG TESTING LABORATORY

PROVIDE FURTHER THAT BOTH REGULAR LICENSE (PRIVATE LICENSE CARD) AND NBI CLEARANCE SHALL BE VALID AS OF THE DATE OF OPENING OF QUOTATION AND SUBJECT TO RENEWAL, IF THE SAME SHOULD EXPIRE DURING THE CONTRACT IMPLEMENTATION.

MATERIALS SUPPLIES AND EQUIPMENT;

D. OPERATIONAL, FUNCTIONAL AND WELL MAINTAINED FIREARMS (9MM PISTOL) WITH VALID LICENSE IN THE NAME OF THE SECURITY AGENCY (PLUS ONE (1) MAGAZINE FOR EACH FIREARM), 1 UNIT

E. HANDHELD RADIO WITH NTC LICENSE, 2 UNITS

F. FLASHLIGHTS 3 UNITS

I hereby certify to comply with all the above technical specifications.

Name of Bidder

Signature Over Printed Name of Representative

Date

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Trunkline #: (042) 784-0366, (042) 784-0164,

(042) 784-0391, (042) 784-0321





Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

**CHECKLIST OF ELIGIBILITY AND TECHNICAL DOCUMENTS FOR SUBMISSION**

**Class "A" Documents**

**1. Legal Documents**

- Philgeps Registration
- Mayor's/Business Permit
- DTI or SEC Registration
- BIR Certificate of Registration
- Current License to Operate from Private Security Agency issued by the PNP Supervisor Office for Security and Investigation Agencies (SOSIA)
- DOLE Registration and Clearance
- Company Profile

**2. Technical/Financial Documents**

- Notarized Omnibus Sworn Statement
- Special Power of Attorney for Single Proprietorship or Secretary's Certificate for Corporation, if applicable
- Statement of Compliance to Technical Specifications
- Income/Business Tax Return (for ABCs above 500k)
- Cost Breakdown

**Class "B" Documents**

- *JVA or the Duly Notarized Statement in accordance with Section 23.1(b) of the 2016 Revised IRR, if applicable*

**Notes:**

1. All documents must be prepared in two (2) sets of copies, one (1) original copy and one (1) photocopy
2. The proposal shall be accompanied by the aforementioned documents, otherwise, non-submission of which shall result to disqualification of proposal.
3. All documents shall have eartags for easy identification

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321

