




PHILIPPINE PHARMA PROCUREMENT, INC.
Formerly PITC Pharma, Inc. (PPI)

**Bids and Awards Committee
REQUEST FOR QUOTATION**

Date : January 17, 2018
Quotation No. : **BAC-NT/RFN 2018-01-001**

Bidder's Name : _____
Address : _____
Telefax : _____

Please quote your lowest price on the item listed below, subject to the General Conditions on the last page, stating the delivery time and submit your quotation duly signed by your authorized representative no later than **12:00NN of January 22, 2018.**



JOSE A. CORTEZ
BAC Chairperson

Name of Project : Procurement of Service for Security Services
Procurement Mode: Negotiated Procurement – Small Value Procurement (Section 53.9)
Classification : Service
Approved Budget for the Contract (ABC): PhP144,000.00

ITEM No.	ITEM DESCRIPTION	DURATION	CEILING PRICE	PRICE OFFER
1	Security Officer Services	6 Months	Php 144,000.00	

Brand, if any _____
Delivery Period _____
Warranty _____
Price Validity _____

After having carefully read and accepted your General Conditions, I/We quote you on the item/s at price quoted above.

Posted by: 
Hope Joerel Dumalaoco

Signature over Printed Name

Tel. No/ Cellphone No. / E-mail Address

Date

NOTE:

1. ALL ENTRIES MUST BE TYPEWRITTEN
2. PRICE VALIDITY SHALL BE FOR A PERIOD OF ONE (1) YEAR
3. THE FOLLOWING SHALL BE ATTACHED:
 - A. G-EPS Registration Number
 - B. Valid Mayor's/Business Permit
 - C. Income Tax Return
4. PLEASE REFER TO THE ATTACHED TERMS OF REFERENCE FOR JOB DESCRIPTIONS AND OTHER REQUIREMENTS
5. PRICE/QUOTATION OFFERED INCLUDES VAT OR OTHER APPLICABLE TAXES AND OTHER INCIDENTAL EXPENSES
6. PLEASE SUBMIT YOUR **QUOTATION** TO PPPI, 2F NDC BUILDING 116 TORDESILLAS ST., SALCEDO VILLAGE, MAKATI CITY C/O **MS. LOURDES S. MENDOZA OR HOPE JOEREL DUMALAO**. **DEADLINE FOR SUBMISSION OF QUOTATION IS ON 12:00NN of January 22, 2018**
7. LATE BIDS SHALL NOT BE ACCEPTED.
8. FOR OTHER INQUIRIES/CONCERNS ABOUT THE ITEMS, PLEASE CONTACT MR. HOPE JOEREL DUMALAO AT TELEPHONE NO. 840-1123 local 128 OR EMAIL US AT www.pitcpharma.com.ph or hope.dumalaoco@pitcpharma.com.ph

**TERMS OF REFERENCE
HIRING OF SECURITY OFFICER FOR PPPI**

PROPOSED BUDGET FOR THE CONTRACT: PHP 144,000.00(Subject to applicable taxes)

DURATION: Six (6) Months

WORK HOURS/SCHEDULE: Monday to Friday: 7:00am-6:00pm
Saturday: 7:00am-4:00pm

Scope of Work:

1. Protect company's property and staff by maintaining safe and secure environment.
2. Observes for signs of crime or disorder and investigate disturbances.
3. Act lawfully in direct defense of life or property.
4. Apprehend criminals and evict violators.
5. Take accurate notes of unusual occurrences.
6. Report in detail any suspicious incidents.
7. Patrol randomly or regularly office premises.
8. Monitor and control access at building entrances and vehicle gates.
9. Logs employees' time-in and time-out.

Minimum Qualifications:

1. Licensed Security Officer
2. At least 5 years relevant work experience
3. At least College level

Knowledge, Skills and Abilities Required:

1. Ability to operate detecting systems and emergency equipment
2. Knowledge of public safety and security procedures/protocols
3. Surveillance skills and detail orientation

Other Special Requirements:

1. Must submit NBI clearance and Drug Test clearance
 2. Must be between 30 to 45 years old
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