

REPUBLIC OF THE PHILIPPINES
EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
BANGKOK, THAILAND

REQUEST FOR QUOTATION

The Embassy of the Republic of the Philippines in Bangkok, Thailand informs the general public that the Embassy intends to procure security services for the period 01 January 2022 to 31 December 2022. This request for quotation is being issued in accordance with Republic Act No. 9184, also known as the "Government Procurement Reform Act" of the Philippines. The details of the requested service are as follows:

Name of Project	:	Procurement of Security Services for Calendar Year 2022
Specifications	:	See attached Annex A for the Technical Specifications
Approved Budget	:	Not to exceed THB1,464,000.00
Payment	:	Send-bill Arrangement

Please submit a signed quotation and indicate your acceptance of the attached Technical Specifications for the procurement. The Embassy accepts quotations submitted directly, or by facsimile or email at the following address and fax numbers:

- 760 Sukhumvit Road corner Soi Philippines (30/1), Bangkok 10110, Thailand
- Fax nos. +662 259-2809/259-7373
- Email: bangkokpe.bac@dfa.gov.ph

The deadline for the submission of quotations is on **10 December 2021, 1700h**. For inquiries, you may contact the Embassy at telephone no. +662 259 0139 ext. 120.

Very truly yours,

Beatriz Ines L. Herrera-Davila
Head, Bids and Awards Committee Secretariat
Embassy of the Republic of the Philippines, Bangkok

07 December 2021

Technical Specifications

Item	Specification	Statement of Compliance
1.	The contractor shall be a corporation or company duly organized and existing under local Thai laws. It must be duly licensed by the appropriate Thai government authorities to render security and related services.	
2.	The contractor shall declare and execute a Sworn Affidavit that he or the members of the board are not related to the Head of the Procuring Entity, members of the BAC, TWG or Secretariat by consanguinity or affinity up to the third civil degree, pursuant to Sec. 47 of the IRR-A of Republic Act 9184 of the Philippines..	
3.	The contractor must be capable of rendering security services to the Philippine Embassy in Bangkok for the duration of the contract and any extensions thereof.	
4.	The contractor shall submit a Security Survey of the Embassy to determine the capabilities, weaknesses, and vulnerabilities of the Embassy in terms of physical and personnel security.	
5.	The contractor shall render appropriate 24/7 security services to secure and safeguard the Embassy's Chancery including Embassy personnel, clients, and guests, as well as their properties, equipment, and motor vehicles located within the premises of the Embassy from physical threats, theft, pilferage, robbery and/or other unlawful acts.	
6.	The contractor shall monitor 24/7 the Embassy perimeter and grounds, including through the use of the CCTV system of the Embassy. The contractor shall report to the Embassy any irregularities or incidents captured by any of the CCTVs. The contractor shall also immediately report to the Embassy any damages, defects of the CCTV system (e.g. blurry video, damaged cameras), and/or any other matter that would prevent the contractor from its monitoring of the Embassy perimeter and grounds.	
7.	<p>The contractor shall provide the Embassy with qualified, duly licensed, bonded and armed security guards with the following qualifications:</p> <ul style="list-style-type: none"> ● Thai Citizen ● With experience in the security service industry for at least one (1) year ● Physically and mentally fit ● Has basic knowledge of the English language ● Must have passed the neuropsychiatric test and drug test conducted by any Thai government accredited center ● Must have no derogatory record 	

	<ul style="list-style-type: none"> ● Must be trained in customer relations ● Must be trained in handling firearms with the appropriate certificate and/or licenses ● Preferably trained in firefighting, search and rescue operations, evacuation, general emergency procedures and crowd disturbance management (CDM) with appropriate certification from the contractor's duly-licensed training facility ● Must be trained in administering first aid with the appropriate agency ● Must be well-trained, courteous, hardworking, and cooperative, and possesses good moral character ● These personnel shall be required to submit, upon effectivity of the contract, the following clearances: police, drug test, and medical certificate. 	
8.	The contractor shall provide its security guards with proper uniforms and paraphernalia including identification cards countersigned by the Embassy's duly authorized representative.	
9.	<p>The contractor shall provide at all times, at its own expense, the following:</p> <ul style="list-style-type: none"> ● Four (4) units of portable handheld radios ● Four (4) sets of raincoats and rain boots ● Two (2) sets of traffic vests, helmets, and wands ● Four (4) appropriate handguns and police batons ● Four (4) pieces of handcuffs ● Four (4) units of emergency flashlights ● One (1) unit portable metal detector ● Report/Record books ● IDs for guests/consular applicants ● Numbered tags for bags and other items deposited at the guardhouse, matching the ID numbers issued to concerned clients ● Appropriate number of first aid and emergency kits, including blood pressure equipment ● Other requirements, if needed and as agreed 	
10.	The contractor shall guarantee that all of the above-listed requirements are delivered to the Embassy on the first week of its official assumption of duties as the contracted security agency. The Embassy shall have the right to inspect and test any equipment and/or capability listed above and refuse to accept inoperable equipment.	
11.	The contractor shall bear the cost of repair, maintenance, and loss of any of the above-listed requirements.	
12.	<p>The contractor shall likewise provide at its own expense, the following additional services when required by the Embassy:</p> <p>a. Security planning;</p>	

	<p>b. Specialized Investigation;</p> <p>c. Liaising with the local police for the purpose of referring cases involving breach of security or any unusual incidents occurring within the premises of the Embassy; and</p> <p>d. Additional training and seminars.</p>	
13.	The contractor shall provide five (5) licensed security guards: three (3) on the day shift and the other two (2) on the night shift scheme, of twelve hours per shift.	
14.	The contractor shall make available, at its own expense, qualified relievers who are ready to take over the duty schedules of the regularly assigned guards who either report late or are absent for the day.	
15.	A separate timekeeper shall be assigned at the security guard house, at the contractor's expense, to render day-to-day timekeeping and other accounting duties. An area inspector from the contractor's main office shall be assigned to see to it that services rendered by the guards on the day shift and night shift are in order. The area inspector shall render his report to the Embassy on a weekly basis.	
16.	For payment purposes, the contractor for security services shall submit an invoice/billing statement to the Embassy within the first week of the following month.	
17.	The contractor shall guarantee that all guards deployed in the Embassy for the duration of the contract are regular workers of the company who receive at least the minimum wage, including holiday pay for special and public holidays, as well as other benefits mandated by Thai law.	
18.	The contractor shall guarantee that all equipment required of their company under the service contract shall remain in the Embassy for the entire duration of the contract with the company shouldering, at its own expense, the cost of repair or maintenance of all its equipment.	
19.	The contractor shall guarantee that it shall not subcontract, assign, or transfer any and all of its rights and obligations under the services contract to any third party without the prior written consent of the Embassy. Failure on the part of the contractor to observe this condition shall be considered as sufficient ground for the Embassy to terminate the contract.	
20.	The contractor shall guarantee the right of the Embassy to inspect, at all times, the services rendered by the company's guards with the view of determining the quality and acceptability of the services rendered by the contractor.	
21.	The contractor shall submit itself, its representative, and all its guards to the security and safety rules and regulations of the Embassy.	
22.	The contractor's guards shall be allowed access to the Embassy premises only during their respective	

	scheduled work and shall confine themselves within their respective assigned areas of work.	
23.	The Embassy reserves the right to demand the immediate replacement of any of the guards whose deployment in the Embassy is, in its opinion, prejudicial to the Embassy's interest. The Embassy may ban said personnel from entry to the Embassy premises. The contractor shall at all times enforce strict discipline and good order among its guards.	
24.	The contractor shall install and maintain a Bundy clock or logbook, at its own expense, to record their personnel's attendance. The guard's daily time records shall form part of the requirements for payment of the monthly billings.	
25.	The Embassy shall entertain no request for increase in the contracted project cost during the validity of the contract unless mandated by Thai law.	
26.	The contractor shall indemnify the Embassy against claims or actions filed by the contractor's guards where the Embassy is made a correspondent/defendant. In the event where the Embassy is subjected to any judicial or administrative action filed by the contractor's guard/personnel, the contractor shall shoulder all legal expenses that would be incurred by the Embassy in its defense. In the event that the engagement of a counsel would be deemed necessary by the Embassy to defend itself in such cases, the selection of the counsel shall be done at the sole discretion of the Embassy and the contractor shall fully shoulder the expenses for services performed by the legal counsel. It shall be mandatory on the part of the contractor to submit a written report on any reported loss, theft, pilferage or illegal act, and any investigation on the same, occurring within the premises, to the Embassy including the final outcome of the contractor's own in-house investigation.	
27.	It shall be understood that there is no employer-employee relationship between the Embassy and the security guards.	
28.	The contract shall cover a period of twelve (12) months that could be renewed on a month-to-month basis, not exceeding six months from the expiration of the original contract period under such terms and conditions that could be agreed upon between the Embassy and the contractor. The total contract price submitted by interested bidders shall refer to the contract Price for the original one (1) contract period.	

