



Republic of the Philippines
 Department of Agriculture
PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY
Regional Office V

Bicol University Compound, Legazpi City 4500
 Email: fida_rov@yahoo.com / rolegaspi@philfida.da.gov.ph
 Website: www.philfida.da.gov.ph / Tel. No. 052-742-1511

REQUEST FOR QUOTATION
RFQ No. 001-2025A

The Philippine Fiber Industry Development Authority (PhilFIDA), thru its Bids and Awards Committee (BAC), invites all security agencies to send their sealed price quotations, within four (4) calendar days from publication hereof, for the provision of security services described as follows:

Item No.	Description of Items	Approved Budget (Php)	Place of Delivery
One (1) Lot	Provision of one (1) security guard to render 12-hour night shift duty during weekdays and weekends at PhilFIDA-Sorsogon Fiber Experiment Station in San Juan, Casiguran, Sorsogon from March 1, 2025 to December 31, 2025. (please see attached Terms of Reference)	348,231.60	PhilFIDA-SFES, San Juan, Casiguran, Sorsogon
	TOTAL	348,321.60	

Please quote your best offer for the security services described above. Submit your sealed quotation duly signed by you or your duly authorized representative not later than 5:00 P.M. of February 17, 2025. Award of the contract shall be made to the lowest and responsive quotation which complies with the minimum requirements as stated in RFQ and Terms of Reference. A clear copy of your **2025 Mayor/Business Permit, PhilGEPS Certificate of Registration, and duly signed and notarized Omnibus Sworn Statement** are also required to be submitted along with your sealed quotation. Quotations can be submitted manually at the address indicated below or emailed to bac.fidarov@gmail.com.

Philippine Fiber Industry Development Authority
 Regional Office V
 Bicol University Compound, Legazpi City

For clarification, you may contact Mr. George P. Olayres, BAC Secretariat at telephone number (052) 742-1511.

MARLON F. REBANCOS
 Chairperson, BAC
 Date:, February 11, 2025

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately
2. Do not alter the contents of this form in any way
3. Technical specifications with an asterisk (*) 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

PR Number: JO-2025A-01

Date: _____

MARLON F. REBANCOS

Chairperson, Bids and Awards Committee
PhilFIDA Regional Office V
Bicol University Compound, Legazpi City

Sir,

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:

Item Number	Description of Item	Contract Cost (Php)
One (1) Lot	Provision of one (1) security guard to render 12-hour night shift duty during weekdays and weekends at PhilFIDA-Sorsogon Fiber Experiment Station in San Juan, Casiguran, Sorsogon from March 1, 2025 to December 31, 2025. (please see attached Terms of Reference)	
Total Amount *		
Amount in Words: *		

The above-quoted price is inclusive of all costs and applicable taxes. Prices indicated are valid until _____.

Very truly yours,

Name and signature of Representative *

Name of Company *

Address *

Contact Number *



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Cost-Distribution Matrix under Wage Order No. RBV-21 in the Private Security Industry			
Effective January 2025			
	Factor = 395.00		
	Night Shift		
	8-Hr Duty	4-Hr OT	Total
Daily Basic Salary Rate	395.00		
REIMBURSABLE COSTS:			
A. PAYABLE DIRECTLY TO SERVICEMAN			
1. EQUIVALENT MONTHLY RATE (BASIC/12)			
a. Ordinary Working Days			
b. Regular holidays (12 x 200% x BASIC)			
c. Rest Days (52 x 130% x BASIC)			
d. Special days (4 x 130% x BASIC)			
TOTAL EQUIVALENT ANNUAL RATE			
TOTAL EQUIVALENT MONTHLY RATE (EMR)			
2. NIGHT SHIFT DIFFERENTIAL PAY PER MONTH (NSD=EMR-Basic x 0.10)			
3. 13 th MONTH PAY PER MONTH (Basic Salary Earned for the year/12)			
4. 5-DAY SERVICE INCENTIVE LEAVE PAY PER MONTH (BASIC X 5/12)			
5. UNIFORM ALLOWANCE (PER R-IV-4, RA 5487)			
6. RETIREMENT BENEFIT PER MONTH (BASIC X 22.5/12)			
SUB-TOTAL "A"			
B. PAYABLE TO THE GOVERNMENT EMPLOYER SHARE OF:			
1. SSS Premiums-Employer (Based on EMR + NSD + SIL + Uniform)*			

2. SIF/ECC Employers Share (10.00)			
3. PHILHEALTH – Employer Share			
4. PAG-IBIG Employer Share			
SUB-TOTAL "B"			
C. TOTAL MONTHLY REIMBURSABLE COSTS (C=A+B)			
Administrative Cost Exclusive of VAT (Not less than 20% of C)**			
Value Added Tax (VAT)***			
Minimum Monthly Contract/Billing Rate PER SERVICEMAN			

* 2025 SSS Contribution Matrix

** Section 4(b) D.O. No. 150-18 (Revised Guidelines on SG and Other Private Security Personnel)

***BIR RMC No. 39-2007

_____*
Name and signature of Representative

_____*
Name of Company

_____*
Address

_____*
Contact Number