

Republika ng Pilipinas



KUALA LUMPUR

Embassy of the Philippines

24 February 2022

REQUEST FOR QUOTATION

The Embassy of the Republic of the Philippines in Kuala Lumpur, Malaysia, through its Bids and Awards Committee, hereby invites all interested service providers to submit their lowest quotation for the procurement of the item listed below subject to the General Conditions stated herein and submit their company profile and registration upon submission of quotation.

Name of Project : Procurement of Security Services for the Embassy of the Republic of the Philippines in Kuala Lumpur, Malaysia
01 April 2022 to 31 March 2023

Approved Budget : Malaysian Ringgit One Hundred Eighty Thousand (RM 180,000.00)
For the Contract

Location : No. 1, Changkat Kia Peng, 50450 Kuala Lumpur

Terms of Reference : See Annex A

Award of the Contract shall be made to the bidder with the lowest and most responsive quotation and complies with the minimum requirements as stated above and other terms and conditions stated herewith.

The Embassy of the Republic of the Philippines reserves the right to reject any and/or all quotations, declare a failure or not to award the contract for any reasonable ground.

Price quotation shall be denominated in Malaysian Ringgit and shall include all taxes, duties and/or other lawful charges. Providers are requested to submit a signed price quotation and indicate its acceptance of the attached Terms of Reference for the procurement.

Submission of quotation and eligibility documents is on or before 2400H of 24 March 2022, Thursday, at the Philippine Embassy, No. 1 Changkat Kia Peng, Kuala Lumpur. Open submission may be submitted manually or through email at kualalumpur.pe@dfa.gov.ph.

For inquiries, you may contact the Embassy of the Republic of the Philippines in Kuala Lumpur, Malaysia at telephone number +603 2148 4233.

Very truly yours,

LEANDRO LUIZ S. MANANTAN
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TERMS OF REFERENCE

Name of Project : Procurement of Security Services for the Embassy of the Republic of the Philippines

1. The Approved Budget for the Contract (ABC) is Malaysian Ringgit One Hundred Eighty Thousand (RM 180,000.00)
2. Contract Period is April 1, 2022 to March 31 2023 (12 months)
3. Quotation shall be denominated in Malaysian Ringgit and shall include all taxes, duties and/or other lawful charges.
4. Providers are requested to submit a signed price quotation and indicate its acceptance of the TOR for the procurement.
5. Mode/Terms of Payment - Cheque payment upon receipt of monthly bill
6. Funding Source - Chargeable against Philippine Embassy funds

General Requirements

- Provision of 24-Hour Security Services
- Unarmed Security Guards in uniform
- Number of Guards required:

Day shift	Monday to Friday -	3 /	2 on holidays
	Saturday & Sunday -		2
Night Shift	Monday to Sunday -		2
- English Speaking Security Guards and should be responsible and able to handle/ manage the Embassy clientele.
- Provision of Security paraphernalia/equipment, e.g. handheld metal detector