



Republic of the Philippines  
**MURCIA WATER DISTRICT**

Municipality of Murcia  
Province of Negros Occidental

Email add: [murcia\\_waterdistrict@yahoo.com](mailto:murcia_waterdistrict@yahoo.com)

Tele/Fax No: (034) 458-8844

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**REQUEST FOR QUOTATION**  
**PROVISION OF SECURITY SERVICES FOR MURCIA WATER DISTRICT FOR**  
**FY 2022**

The **MURCIA WATER DISTRICT**, through its Bids and Awards Committee (BAC), invites reputable security agencies to submit their quotation for the **PROVISION OF SECURITY SERVICES FOR MURCIA WATER DISTRICT FOR FY 2022** with an Approved Budget for the Contract (ABC) of **NINE HUNDRED THOUSAND PESOS (PHP 900,000.00)** which the entity will procure through Negotiated Procurement - Small Value Procurement in accordance with 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

**I. SCOPE OF SERVICES/REQUIREMENTS**

**A. Security Agency**

1. The security service requirement of the Murcia Water District shall be for the purpose of maintaining security and safety within its premises, facilities, installations, equipment, articles, supplies, materials and other personal properties arising from theft, or other unlawful act of any person or persons if it is established after investigation, that such unlawful acts resulted from the security guard's negligence or failure to perform his duties to safeguard and protect the property of MWD.
2. The Security Agency shall provide and equip the security guard with a uniform, the prescribed firearm, equipment and other security paraphernalia.
3. The Security Agency shall immediately make the necessary reports of any incident to Murcia WD management and/or to other concerned authorities for purposes of police and other official investigations.
4. The Security Agency shall provide four (4) guards in the Murcia Water District Office. The Services to be provided shall be on a twenty-four (24) hour a day basis, divided into three (3) shifts or eight (8) hours per shift.

## **B. Salaries and Benefits**

1. The Security Agency, as the principal employer, must warrant that it is fully knowledgeable of and compliant with the pertinent provisions of the Labor Code as it pertains to the minimum wage and provisions of the PADPAO Current wage Orders to ensure the adequacy of the compensation of its guards.
2. The Security Agency shall pay each of the Security Guards the monthly salaries and other fringe benefits in accordance with the Labor Code of the Philippines and PADPAO rates, other pertinent laws, decrees, letters of instructions and other existing orders governing private security employment.

## **II. CONTRACT PERIOD**

The Security Services shall be provided 24-hours & 7 days a week for the period **January 1 to December 31, 2022.**

## **III. PAYMENT ARRANGEMENT**

Payment shall be made in Philippine peso and shall be done on a monthly billing basis.

MURCIA WATER DISTRICT now invites legally, technically, financially capable and reputable security agencies to submit their quotation for **PROVISION OF SECURITY SERVICES FOR FOR FY 2022.**

The price quotation/cost breakdown (**ANNEX "A"**) and the following requirements must be delivered/submitted to the MWD BAC through its Secretariat with the address below on or before **DECEMBER 10, 2021** at **5:00 P.M.** Late submission of quotation shall not be accepted.

### **ADDRESS:**

**MURCIA WATER DISTRICT**  
Dinsay Street, Brgy. Zone IV, Murcia, Negros Occidental  
[murciawaterdistrict@gmail.com](mailto:murciawaterdistrict@gmail.com)  
(034) 458-8844

**REQUIREMENTS (Original or Certified True Copies):**

1. Valid and Current Mayor's/Business permit
2. PHILGEPS Registration Certificate
3. Income/Business Tax Return
4. Duly Notarized Omnibus Sworn Statement
5. DTI or SEC Registration Certificate
6. DOLE Certificate of Registration

The MURCIA WATER DISTRICT reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may contact **CHARMAINE V. FLORES**, BAC Secretariat at (034) 458-8844.

  
**PAUL G. OÑAS**  
BAC Chairperson



ANNEX "A" Republic of the Philippines

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**ANNEX "A"**

**COST BREAKDOWN**

Daily Wage (DW) P \_\_\_\_\_

**Amount Directly to Guard**

Average Pay/Month \_\_\_\_\_

Night Differential pay \_\_\_\_\_

COLA \_\_\_\_\_

5 days Incentives Pay \_\_\_\_\_

13<sup>th</sup> Month Pay \_\_\_\_\_

Uniform Allowance \_\_\_\_\_

Retirement Benefit \_\_\_\_\_

**Total Amount Directly to Guard** P \_\_\_\_\_

**Amount to Government in Favor of Supervisor**

SSS Premium

State Insurance Fund

PhilHealth Premium

PAG-IBIG Fund

**Total Amount to Gov't in Favor of Guard**

**Total Amount to Guard and Government**

**Value Added Tax on Administrative Overhead**

**TOTAL PER MONTH/8hrs.** P \_\_\_\_\_

**Total for 12 months** P \_\_\_\_\_

**Grand Total for 12 months** P \_\_\_\_\_

Submitted by:

\_\_\_\_\_  
Bidder/Authorized Representative