

## REQUEST FOR QUOTATION

February 25, 2025

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below;

**Request for Quotation No. 2025-02-058**

**REQUIREMENTS:** Services of a Security Company for the Philippine Pavilion for the duration of World Expo 2025 Osaka, Japan

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount								
1 LOT	<p><b>SCOPE OF SERVICES</b></p> <p>For the entire duration of the World Expo 2025, the Philippine Expo Secretariat will need the services of a Security company for the Philippine Pavilion for the implementation of World Expo 2025 in Osaka, Japan.</p> <p>1. To deploy two (2) Security personnel in the Philippine Pavilion with below daily schedule:</p> <table border="1"> <tr> <th>PARTICULARS</th><th>WORK SCHEDULE</th><th>TIME</th><th>Total No. of Hours per Day</th></tr> <tr> <td>Two (2) Security Personnel</td><td>One Shift</td><td>8:00am to 22:00pm</td><td>14 hours</td></tr> </table> <p>2. Provision of security services from reputable security agencies, to render security services on a 14-hour daily basis, including Sundays and holidays, to secure the Philippine Pavilion, it's personnel and guests.</p> <p><b>SECURITY SERVICE PROVIDER</b></p> <p>The Security company must:</p> <p>1. Submit a Security Plan for the Philippine pavilion on or before 31 March 2025.</p>	PARTICULARS	WORK SCHEDULE	TIME	Total No. of Hours per Day	Two (2) Security Personnel	One Shift	8:00am to 22:00pm	14 hours	PhP9,720,000.00	PhP9,720,000.00
PARTICULARS	WORK SCHEDULE	TIME	Total No. of Hours per Day								
Two (2) Security Personnel	One Shift	8:00am to 22:00pm	14 hours								

	<p>2. Provide consistent and quality service through qualified, licensed, uniformed, highly trained and armed security personnel.</p> <p>3. Ensure that the Security personnel to be assigned to Philippine Pavilion has attended Safety Training protocols and other related trainings conducted in Japan and have the capacity to handle emergency (Man Made and Natural Disaster)</p> <p>4. Ensure that the security personnel assigned are in the designated strategic points within the Philippine pavilion.</p> <p>5. Immediately make the necessary reports of any incident to Philippine Pavilion management and/or to other concerned authorities for purposes of police and other official investigations.</p> <p>6. Provide proper agency uniforms and visible identification badges for their Security personnel.</p> <p>7. Ensure that the Security personnel are provided with communication device for ease of communication among themselves.</p> <p><b>SECURITY PERSONNEL</b></p> <p>1. Must be duly licensed based on the requirement of the Japan government.</p> <p>2. Must have previous experience of at least 3 years and preferably with basic knowledge in communicating in English, but not required. Security personnel must be alert, reliable, honest, and courteous.</p> <p>3. Must be ready to perform other tasks as may be required by Philippine Pavilion Secretariat related to security, safety, and protection such as registering visitors, inspection of bags or cargo (in &amp; out),</p>		
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

	<p>inspection of vehicles, escorting VIPs, and other administrative functions.</p> <ol style="list-style-type: none"> <li>4. Must prepare and submit the Situation Report to cover all activities related to the implementation of security operations for the area of responsibility to include a summary of any untoward incidents that would transpire during the day such as suspicious activities, and security breaches in detailed reports, if any.</li> <li>5. Be able to operate security equipment such as access control system, fire alarm system, including monitoring and operating of CCTV cameras.</li> <li>6. Ensure that the CCTV monitor is properly running at all times and that recordings are carried out accordingly on a daily basis.</li> <li>7. Respond appropriately to emergencies like fire alarms, medical situations, and active threats, earthquakes, other emergency scenarios etc. following established procedures.</li> <li>8. Be roving within the Philippine Pavilion and its surroundings during the indicated work schedule.</li> <li>9. Have professional demeanor and courteous interactions with all individuals on site.</li> <li>10. Maintain vigilance and observe surroundings to identify potential security risks.</li> </ol> <p><b>IMPLEMENTATION SCHEDULE</b> The contract for the Security company will be from 11 April 2025 to 13 October 2025.</p>		
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

	<p><b>APPROVED BUDGET FOR THE CONTRACT</b></p> <p>The Approved Budget for the Contract <b>Nine Million Seven Hundred Twenty Thousand Pesos &amp; 00/100 Only (PhP 9,720,000.00)</b>, inclusive of all applicable fees.</p> <p><b>TERMS OF PAYMENT</b></p> <p>Send bill arrangement semi-monthly or monthly basis to Philippine Expo Secretariat c/o General Services to be paid within 5days upon receipt of billing.</p> <p>The financial bid shall be based on the published <b>exchange rate</b> of the Central Bank of the Philippines at the time of the opening of the quotation.</p> <p><b>ELIGIBILITY REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>a. The Security Company must be duly licensed, registered under the Japan Law with proper operating permits and other statutory requirements. It must have been engaged in the business for at least ten (10) years.</li> <li>b. With complete Japan legal requirements (<i>Business Permit, Audited Financial Statement or it's equivalent, Omnibus Sworn Statement with Japanese translation</i>)</li> </ol> <p><b>SUBMIT THE FOLLOWING:</b></p> <ol style="list-style-type: none"> <li><b>1) TECHNICAL REQUIREMENTS</b> <ol style="list-style-type: none"> <li>a. Company Profile</li> <li>b. Applicable License as a Security Company</li> <li>c. Accomplished Statement of Compliance to the Technical Specifications</li> </ol> </li> <li><b>2) LEGAL REQUIREMENTS</b> <ol style="list-style-type: none"> <li>a. Business/Mayor's permit or equivalent</li> <li>b. Income/Business Tax Return or</li> </ol> </li> </ol>		
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

	<p>equivalent</p> <p>c. Notarized Omnibus Sworn Statement</p> <p>d. Notarized Performance Securing Declaration</p> <p>The document to be submitted to the Bids and Award Committee if in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines</p> <p><b>Attachments:</b></p> <p>a. Statement of Compliance to the Technical Specifications</p> <p>b. Omnibus Sworn Statement Form</p> <p>c. Performance Securing Declaration Form</p> <p><b>Note:</b></p> <p>a. All entries must be typewritten on your company letterhead.</p> <p>b. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</p>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is <b>Php9,720,000.00</b> inclusive of all applicable taxes		

Please submit your quotation, statement of compliance, and technical and legal documents duly signed by your authorized representatives to the [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph) and [soc\\_torres@tpb.gov.ph](mailto:soc_torres@tpb.gov.ph) not later than **March 4, 2025 on or before 5:00 P.M.** The quotation is subject to the Terms and Conditions as stated in the attached Technical Specifications.

The submission of the quotation must be in a password protected compressed file folder. Password shall be requested by the BAC Secretariat after the deadline of the submission of quotation.

All original documents must be submitted to the BAC Secretariat after the issuance of Notice to Proceed



Please be informed that the Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%)

Thank you very much.



**JANET G. VILLAFRANCA**

Acting Head, Procurement Management Division  
Finance Department *Case*

Contact Person

Contact No.

**MR. SOCRATES G. TORRES**

(8) 525-9318 local 266

## STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

**REQUIREMENTS:** Services of a Security Company for the Philippine Pavilion for the duration of World Expo 2025 Osaka, Japan

### Request for Quotation No. 2025-02-058

[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification]

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)								
1	<p><b>SCOPE OF SERVICES</b></p> <p>For the entire duration of the World Expo 2025, the Philippine Expo Secretariat will need the services of a Security company for the Philippine Pavilion for the implementation of World Expo 2025 in Osaka, Japan.</p> <p>1. To deploy two (2) Security personnel in the Philippine Pavilion with below daily schedule:</p> <table><tr><th>PARTICULARS</th><th>WORK SCHEDULE</th><th>TIME</th><th>Total No. of Hours per Day</th></tr><tr><td>Two (2) Security Personnel</td><td>One Shift</td><td>8:00am to 22:00pm</td><td>14 hours</td></tr></table> <p>2. Provision of security services from reputable security agencies, to render security services on a 14-hour daily basis, including Sundays and holidays, to secure the Philippine Pavilion, it’s personnel and guests.</p>	PARTICULARS	WORK SCHEDULE	TIME	Total No. of Hours per Day	Two (2) Security Personnel	One Shift	8:00am to 22:00pm	14 hours	
PARTICULARS	WORK SCHEDULE	TIME	Total No. of Hours per Day							
Two (2) Security Personnel	One Shift	8:00am to 22:00pm	14 hours							
2	<p><b>SECURITY SERVICE PROVIDER</b></p> <p>The Security company must:</p> <p>1. Provide consistent and quality service through qualified, licensed, uniformed, highly trained and armed security personnel.</p> <p>2. Ensure that the Security personnel to be assigned to Philippine Pavilion has attended Safety Training protocols and other related trainings conducted in Japan and have the capacity to handle emergency (Man Made and Natural Disaster)</p> <p>3. Ensure that the security personnel assigned are in the designated strategic points within the Philippine pavilion.</p>									

	<p>4. Immediately make the necessary reports of any incident to Philippine Pavilion management and/or to other concerned authorities for purposes of police and other official investigations.</p> <p>5. Provide proper agency uniforms and visible identification badges for their Security personnel.</p> <p>6. Ensure that the Security personnel are provided with communication device for ease of communication among themselves.</p> <p><b>Submit on 31 March 2025</b></p> <ol style="list-style-type: none"> <li><b>1. Security Plan for the Philippine pavilion.</b></li> <li><b>2. Names and license of the security personnel to be deployed at the Pavilion</b></li> </ol>	
4	<p><b>SECURITY PERSONNEL</b></p> <ol style="list-style-type: none"> <li>1. Must have previous experience of at least 3 years and preferably with basic knowledge in communicating in English, but not required. Security personnel must be alert, reliable, honest, and courteous.</li> <li>2. Must be ready to perform other tasks as may be required by Philippine Pavilion Secretariat related to security, safety, and protection such as registering visitors, inspection of bags or cargo (in &amp; out), inspection of vehicles, escorting VIPs, and other administrative functions.</li> <li>3. Must prepare and submit the Situation Report to cover all activities related to the implementation of security operations for the area of responsibility to include a summary of any untoward incidents that would transpire during the day such as suspicious activities, and security breaches in detailed reports, if any.</li> <li>4. Be able to operate security equipment such as access control system, fire alarm system, including monitoring and operating of CCTV cameras.</li> <li>5. Ensure that the CCTV monitor is properly running at all times and that recordings are carried out accordingly on a daily basis.</li> <li>6. Respond appropriately to emergencies like fire alarms, medical situations, and active threats, earthquakes, other emergency scenarios etc. following established procedures.</li> <li>7. Be roving within the Philippine Pavilion and its surroundings during the indicated work schedule.</li> <li>8. Have professional demeanor and courteous interactions with all individuals on site.</li> <li>9. Maintain vigilance and observe surroundings to identify potential security risks.</li> </ol>	



	<b>Submit on 31 March 2025 the following:</b> <b>1. Certificate in Safety Training or equivalent of the security personnel to be deployed at the Philippine Pavilion.</b> <b>2. Curriculum Vitae of the security personnel to be deployed at the Philippine Pavilion</b>	
5	<b>OTHER TERMS AND CONDITIONS</b> Arbitration Any dispute, controversy or claim arising out of or relating to this Agreement, or the breach, termination or invalidity hereof, shall be resolved by way of arbitration in accordance with the rules of the Philippine and Japan Law as agreed by both parties.	

I hereby certify to comply and deliver all of the above requirements.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name  
of Authorized Representative

\_\_\_\_\_  
Date

## Performance Securing Declaration (Revised)

*[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]*

---

### PERFORMANCE SECURING DECLARATION

Invitation to Bid/RFQ No: **2025-02-058**

To: Tourism Promotions Board Philippines

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

**IN WITNESS WHEREOF**, I/We have hereunto set my/our hand/s this \_\_\_\_ day of [month] [year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS  
AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

---

### AFFIDAVIT

I, [Name of Affiant]\_\_\_\_\_, of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder]\_\_\_\_\_ with office address at [address of Bidder]\_\_\_\_\_;

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder]\_\_\_\_\_ with office address at [address of Bidder];\_\_\_\_\_

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder]\_\_\_\_\_, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **Services of a Security Company for the Philippine Pavilion for the duration of World Expo 2025 Osaka, Japan** of the **Tourism Promotions Board Philippine**, as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **Services of a Security Company for the Philippine Pavilion for the duration of World Expo 2025 Osaka, Japan** of the **Tourism Promotions Board Philippine**, as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);];

3. [Name of Bidder]\_\_\_\_\_ is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder]\_\_\_\_\_ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the **Services of a Security Company for the Philippine Pavilion for the duration of World Expo 2025 Osaka, Japan of the Tourism Promotions Board Philippine.**
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*