

REQUEST FOR QUOTATION

March 06, 2025

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

Request for Quotation No. 2025-03-073A

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>SCOPE OF SERVICES</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"> <thead> <tr> <th>PARTICULARS</th><th>WORK SCHEDULE</th><th>TIME</th><th>Total No. of Hours per Day</th></tr> </thead> <tbody> <tr> <td>Two (2) Security Personnel</td><td>One Shift</td><td>8:00am to 22:00pm</td><td>14 hours</td></tr> </tbody> </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>SECURITY SERVICE PROVIDER</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>SECURITY PERSONNEL</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 & out),</p>		
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	<p>inspection of vehicles, escorting VIPs, and other administrative functions.</p> <ol style="list-style-type: none"> 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. 5. Be able to operate security equipment such as access control system, fire alarm system, including monitoring and operating of CCTV cameras. 6. Ensure that the CCTV monitor is properly running at all times and that recordings are carried out accordingly on a daily basis. 7. Respond appropriately to emergencies like fire alarms, medical situations, and active threats, earthquakes, other emergency scenarios etc. following established procedures. 8. Be roving within the Philippine Pavilion and its surroundings during the indicated work schedule. 9. Have professional demeanor and courteous interactions with all individuals on site. 10. Maintain vigilance and observe surroundings to identify potential security risks. <p>IMPLEMENTATION SCHEDULE The contract for the Security company will be from 11 April 2025 to 13 October 2025.</p>		
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	<p>APPROVED BUDGET FOR THE CONTRACT</p> <p>The Approved Budget for the Contract Nine Million Seven Hundred Twenty Thousand Pesos & 00/100 Only (PhP 9,720,000.00), inclusive of all applicable fees.</p> <p>TERMS OF PAYMENT</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 exchange rate of the Central Bank of the Philippines at the time of the opening of the quotation.</p> <p>SUBMIT THE FOLLOWING:</p> <ol style="list-style-type: none"> Financial Proposal Company Profile Security Guard Deployment Operation Schedule <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>Note:</p> <ol style="list-style-type: none"> All entries must be typewritten on your company letterhead. Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP9,720,000.00 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 and soc_torres@tpb.gov.ph not later than **March 20, 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

Contact Person
Contact No.

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