



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES
CONSOLATO GENERALE DELLA REPUBBLICA DELLE FILIPPINE
MILAN

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BULLETIN BOARD

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REQUEST FOR QUOTATION

Procurement of Security Services for the Premises of the Chancery of the Philippine Consulate General in Milan for the Period 01 January 2024 to 31 December 2024

Date: 15 December 2023

TO : All Eligible Bidders

The Philippine Consulate General –Milan, through its Bids and Awards Committee (BAC), invites Suppliers to bid for the hereunder project:

- Name of Project : Procurement of Security Services for the Premises of the Chancery of the Philippine Consulate General in Milan for the Period 01 January 2024 to 31 December 2024
- Brief Description : **The security service provider shall be responsible for the overall Security of the Chancery of the Philippine Consulate General Milan, including assignment of security personnel who will handle crown control monitor entry of applicants and visitors, patrol and inspect the floors of the building, stairwells and its' perimeter, monitor security cameras and ensure that no unauthorized person will be able to enter the premises. The Security provider is also expected to liaise with local police, bureau of fire protection and local government agencies in-charge of peace and security when necessary.**
- Procurement Mode : GPPB Resolution no. 28-2017 (Guidelines for the Procurement of Goods and Services, Infrastructure Projects, and Consulting Services to be Procured and Performed Overseas)
- Approved Budget : 49,000.00 Euros inclusive of all applicable taxes.
- Contract Duration : One (1) year.

In accordance with the attached Request for Quotation (Annex A), prospective bidders shall provide accurate information and submit the Price Quotation Form not later than 12:00 p.m. on 22 December 2023.

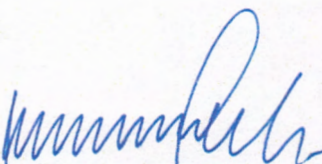
Open quotations shall be submitted personally at the Philippine Consulate General – Milan, Viale Stelvio 71 – Via Bernina, 18 20159, Milan, Italy or through electronic mail (milan.pcg@dfa.gov.ph).

The Philippine Consulate General – Milan reserves the right to accept or reject any or all quotations and to impose additional terms as it may deem proper.

For inquiries, you may contact the BAC Secretariat of the Philippine Consulate General – Milan, at telephone number +39 02 668 25232.

Very truly yours,




NORMAN PADALHIN
BAC Chairperson

Terms of Reference

Item	Specification	Statement of Compliance
1.	The contractor shall be a corporation or company duly organized and existing under Italian laws. It must be duly licensed by appropriate government authorities to render security and related services.	
2.	The contractor must be capable of rendering security services to the whole premises of the Consulate General of the Republic of the Philippines including the entire office building, and inside and outside area of the perimeter of the property.	
3.	The contractor shall provide its security and safety guards with proper uniforms and paraphernalia including <u>identification cards countersigned by the company's representative in order to distinguish them from the Consulate's personnel or other groups in the Consulate.</u>	
4.	The contractor shall provide security services to the Consulate from Mondays to Fridays from 8:00 a.m. – 8:00 p.m., or on special schedule, mutually agreed by parties, upon request of the Consul General.	
5.	The contractor shall likewise provide, at its own expense, the following additional services when required by the Consulate: <ul style="list-style-type: none"> a. Security planning (to be submitted to the Consul General or her designated representative); b. Specialized investigation; and c. Liaising with the local police for the purpose of referring cases involving breach of security or any unusual incidents occurring within the premises of the Consulate. 	
6.	The security guards/security agency must provide a report on the monthly record of all security guards.	
7.	The contractor and all its representatives and security guards shall comply with the security and safety rules and regulations of the Consulate.	
8.	It shall be mandatory on the part of the contractor to submit a written report on any reported loss, theft, pilferage or illegal act, and any investigation on the same, occurring within the premises, to the Consul General and her designated representative, including the final outcome of the contractor's own in-house investigation.	

9.	It shall be understood that there is no employer-employee relationship between the Consulate and the security guards	
10.	The Contractor shall compensate the Consulate for any loss or damages caused to the Consulate because of negligence or connivance, etc. or any other reason attributable to any of the personnel engaged by the service provider.	
11.	The contract shall cover a period of one (1) year from 01 January 2024 to 31 December 2024, that could be extended at the option of the Consulate on a month-to-month basis, under the same terms and conditions as provided for under the original contract.	
12.	<p>The contract may be terminated if it is deemed that the contractor is not able to meet or provide the requirements stated in the terms of reference or if the service being provided is no longer beneficial to the Consulate.</p> <p>The termination of service shall be deemed effective upon personal delivery of notice, through registered or certified mail with return receipt requested or sending by national express delivery service with receipt.</p>	
13.	The Parties take all reasonable precautions not to disclose, divulge and/or disseminate to any Third Party any confidential information on its security arrangements (including but not limited to the assignment instruction, schedules and other subsequent agreements) and/or business of the Consulate.	
14.	The Consulate shall not be liable for any direct, indirect, incidental, special, consequential, exemplary, punitive or any other damages or losses of any kind or nature, whether in contract, tort (including negligence), products or strict liability or any other form of action such as personal injury or death resulting in the performance of the terms of this Agreement. The Contractor shall take the sole responsibility on its personnel and their equipment inhibiting the Consulate from any liabilities.	

Annex A

CHARGES

LOCATION	DEPLOYMENT	PERIOD	
Consulate General of the Republic of the Philippines Viale Stelvio 71 – Via Bernina 18, 20159 Milan, Italy	Security Officer/s		

FINANCIAL EFFECTS

RATES

Security Officer/s Hourly Rate	= _____ / hour - total of ____ hours daily duty (all inclusive)
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Grand Total

Security Officer/s Monthly Rate	= € _____ / month (all inclusive)
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Contractor must state compliance to each of the provisions in the Terms of Reference. The **STATEMENT OF COMPLIANCE** must be signed by the authorized representative of the Contractor, with proof of authority to sign.

Conforme:

(Name of Company)

Duly represented by:

General Manager

Date:

Noted by: _____ :-

Consul General