

Name of Procuring Entity: OVERSEAS WORKERS WELFARE ADMINISTRATION

Mode of Procurement: Small Value Procurement (Sec. 53.9 of RA 9184)

ITEM: PROCUREMENT OF SECURITY SERVICES

TECHNICAL SPECIFICATIONS:

1. Number of Security Guards Required: 1 (one) Security Guard
 2. **Duration of Services:** July 1, 2025 to December 31, 2025
 3. **Location of Deployment:** OWWA RWO7 Ground Floor Machay Building, Gorordo Ave., Cebu City
 4. **Schedule:** Monday – Friday (12hrs) (7am-7pm), Saturday-Sunday and Holidays (8hrs) (8am-5pm)
 5. **Required Qualifications:**
 - Must be licensed and accredited by the PNP-SAGSD and DOLE
 - Physically and mentally fit
 - At least High School graduate
 - Has undergone training on basic security, safety, and emergency response
 6. **Uniform and Equipment:**
 - Security guards must wear complete and presentable uniform
 - Must be equipped with at least: baton, flashlight, handheld radio, whistle, and other necessary security gear
 7. **Other Requirements:**
 - Submission of company profile and DTI/SEC/CDA registration
 - Valid PhilGEPS Registration
 - Mayor's/Business Permit
 - Notarized Omnibus Sworn Statement
 - Latest Income/Business Tax Return
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TERMS AND CONDITIONS:

1. Bidders must submit a valid and current Mayor's/Business Permit, PhilGEPS Registration, and Omnibus Sworn Statement.
 2. All entries must be typewritten or legibly written.
 3. Prices must be quoted in Philippine Pesos and inclusive of all taxes.
 4. Award shall be made to the Lowest Calculated and Responsive Quotation.
 5. Payment shall be processed upon completion of delivery and submission of all required documents.
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