



# EMBASSY OF THE REPUBLIC OF THE PHILIPPINES BRUSSELS

**RFQ-004-2024**

## **REQUEST FOR QUOTATION**

The Embassy of the Republic of the Philippines in Brussels, Belgium is undertaking the procurement of security services for its Chancery located at 297 Avenue Moliere 1050 Ixelles from 02 January to 31 December 2025.

Please see attached Terms of Reference (TOR) for the complete details of the required services and documentary requirements and qualifications.

Interested companies are kindly requested to accomplish the attached Price Quotation Form (Annex B) and submit it directly or by email to the Philippine Embassy through:

**Consul General Pablito A. Mendoza**  
Chairperson, Bids and Awards Committee  
Embassy of the Philippines  
297 Avenue Molière, 1050 Ixelles  
Email: [brussels.pe@dfa.gov.ph](mailto:brussels.pe@dfa.gov.ph)

The deadline for the submission of quotations is on **18 December 2024 at 1700H.**

For further information and clarification, please email the Property Section at [mari.santera@dfa.gov.ph](mailto:mari.santera@dfa.gov.ph) or call 0472 64 43 41.

Sincerely yours,

  
**PABLITO A. MENDOZA**  
Chairperson  
Bids and Award Committee

**BILL OF QUANTITIES / PRICE SCHEDULE**

Name of Bidder \_\_\_\_\_ GOODS: \_\_\_\_\_

The schedule of Prices contains a list to which unit prices are to be supplied by the Bidder.

There should be no change in unit prices due to variation of actual quantities.

In case of discrepancy between the unit prices due and the total cost, the unit prices will prevail. Prices must be inclusive of VAT.

Description	Quantity	Rate per hour	Total Amount
Security Guard Trained / Qualified Security Guard to render continuous work-shift; Monday to Friday from 02 January 2025 until 31 December 2025; from 0900H to 1600H	One (1)		

Total Bid Price in Words:

\_\_\_\_\_

## **TECHNICAL SPECIFICATIONS / TERMS OF REFERENCE**

### **I. BACKGROUND**

The Embassy of the Philippines in Brussels (Brussels PE) intends to procure for the year 2025 the security services of a private entity to protect and safeguard its properties and installations, the persons, and properties in the premises against threats and unlawful acts of any person, provide emergency response to mitigate the effects of any natural and man-made crises, and maintain peace and order in its premises.

### **II. OBJECTIVE**

To provide qualified private security services for the Embassy premises from a company that has the necessary manpower, equipment, training, experience, financial resources, and capability to provide the needed protection for the Embassy's assets and interests to ensure continuing and unhampered operations and provision of public services.

### **III. DURATION OF AGREEMENT**

The service agreement shall be valid from 02 January 2025 until 31 December 2025. The contract will take effect on the date specified in the Terms of Reference.

### **IV. QUALIFICATION REQUIREMENTS OF THE CONTRACTOR**

#### **A. Qualifications of the Contractor**

1. The Contractor shall be a corporation or company duly organized and existing under Belgian laws and duly licensed by appropriate government authorities, i.e. Ministry of Internal Affairs, to render security and related services.
2. The Contractor shall have the necessary capability, expertise, equipment, manpower, financial resources, and the experience to undertake the security requirements of the Embassy.

#### **B. Duties of the Contractor**

1. The Contractor shall render services from Monday-Friday from 9:00 AM to 4:00 PM continuously to secure and safeguard the Embassy operations and assets, including furniture, equipment, motor vehicles, cash, documents, personnel, and their belongings, as well as visitors and guests within its premises, from threats, hazards, risks, as well as from sabotage, theft, pilferage, robbery, and other unlawful acts.

2. The Contractor shall provide the Embassy with professional, trained, duly licensed, bonded, security personnel who possess the following qualifications:
  - Legally eligible to work in Belgium;
  - Completed at least seventy-two (72) units of tertiary education;
  - Physically and mentally fit;
  - Must have no derogatory record or pending case, both administratively or criminally;
  - Must have passed the drug test conducted by any government forensic laboratories or by any of the drug testing laboratories accredited and monitored by the Belgian government.
  - Must be courteous, hardworking, and cooperative, and possesses good moral character.
  
3. The Contractor shall ensure that its security personnel underwent the following training programs with the corresponding certifications and/or licenses from duly licensed training facilities or institutions:
  - Proper customer relations;
  - Proper handling of firearms;
  - Firefighting, search and rescue operations, evacuation, general emergency procedures, and crowd disturbance management (COM);
  - first aid administration.
  
4. The Contractor shall submit, upon receipt of the Notice to Proceed (NTP), valid licenses and certification in writing of all the pre-employment requisites completed by the security officer to be deployed at the Embassy. No personnel shall be deployed without valid licenses and certification from the Contractor.
  
5. The Contractor shall provide its security and safety guards with proper uniforms and paraphernalia including identification cards countersigned by the company's representative.
  
6. The Contractor shall provide at its own expense the equipment listed in *Annex E*, for use in the Embassy premises.
  
7. The Contractor shall guarantee that all the equipment listed above and in *Annex B* are delivered within seven (7) working days from the receipt of NTP.

Equipment that will require installation shall be delivered and installed within fifteen (15) calendar days from the effectivity of the Contract.
  
8. The Embassy shall have the right to inspect and test the capabilities of all the equipment listed above and in *Annex B* and refuse acceptance of inoperable equipment.

9. The Contractor shall bear the cost of repair, maintenance, and loss of any of the equipment provided.
10. The Contractor shall likewise provide at its own expense, the following additional services when required by the Embassy:
  - a. Liaising with the local police / Secret Service for the purpose of referring cases involving breach of security or any unusual incidents occurring within the premises of the Embassy.
  - b. Training and seminars; Certificate of Training shall be submitted to the Embassy.
11. The Contractor shall provide one (1) security personnel to the Embassy building.
12. The Security personnel shall accomplish a time attendance sheet to be supplied by the Embassy to monitor attendance.
13. The Contractor shall assign an area inspector from its main office to ensure that services rendered are in order. The area inspector shall submit his report to the Embassy monthly.
14. The Contractor shall not remove, replace, or transfer its assigned guard without the written notice and approval of the Embassy's Head of Post.
15. The Contractor shall ensure the timely payment of salaries and allowances of their security personnel every month for services rendered to ensure the efficient delivery of services.
16. The total Contract Price shall be compliant with local labor laws.
17. The Contractor shall guarantee that the security deployed in the Embassy for the duration of the contract is a regular worker of the company. The Contractor shall not deploy trainees.
18. The Contractor shall be liable for all losses and damages to the Embassy's property, personnel, or third persons, caused by or attributed to the security personnel's fault, negligence, or misbehavior within the Embassy premises.
19. The Contractor shall guarantee that all equipment required under the Contract shall remain in the Embassy for the entire duration thereof unless with the written notification and approval of the Embassy's Head of Post.

The Contractor shall be responsible for the repair and maintenance of all its equipment.

20. The Contractor and all its representatives and security personnel shall comply with the security and safety rules and regulations of the Embassy.
21. The Contractor's security personnel shall only be allowed access to the premises of the Embassy during the scheduled work and shall be confined only within the respective assigned areas of work.
22. The Contractor shall immediately replace any of the security personnel whose deployment in the Embassy is found prejudicial to the Embassy's interest.

The Embassy may ban said personnel from entry into its premises.

23. The Contractor shall at all times enforce strict discipline among its security personnel and courtesy towards the Embassy's personnel and clientele.
24. The Contractor shall also submit a monthly accomplishment and security report.
25. The Contractor shall hold the Embassy free from any claim or liability or action filed by the Contractor's personnel where the Embassy is made a correspondent/ defendant.

In the event where the Embassy is subjected to any judicial or administrative action filed by the Contractor's personnel, the Contractor shall shoulder all legal expenses that would be incurred by the Embassy in its defense. The selection of the counsel, if needed, shall be at the sole discretion of the Embassy.

26. The Contractor shall submit written report on any reported loss, theft, pilferage or illegal act, and any investigation on the same, occurring within the premises, to the Embassy including the outcome of the Contractor's own in-house investigation.
27. There shall be no employer-employee relationship between the Embassy and the security personnel deployed by the Contractor.
28. The contract shall cover a period of twelve (12) months that may be extended at the option of the Philippine Embassy on a month-to-month basis and under the same terms and conditions as provided for under the original contract.
29. The Contractor shall ensure that a security personnel will be deployed at the Embassy on the hours required in the Technical Specifications.

### C. Scope of Work of Security Personnel

The Contractor shall provide the required quality of security personnel, equipment, and services, such as, but not limited to, the following:

1. Deploy trained and qualified security personnel to Embassy premises;
2. Provide all the necessary paraphernalia for the security personnel deployed in the Embassy;
3. Provide and ensure proper maintenance of all equipment enumerated in *Annex B* of the Technical Specifications for the Security Services Contract for 2025;
4. Protect the properties and other proprietary interest of the Embassy against theft, robbery, arson, trespass, espionage, sabotage, riot, insurrection, destruction or damage, and other wrongful and/or unlawful acts;
5. Ensure public orderliness and security in the lobby and exterior frontage by monitoring access to the building of bona fide applicants and visitors;
6. Refuse entry of or respond to any incident involving suspected wrongdoers;
7. Manage the flow of traffic of applicants and visitors in the Embassy;
8. Implement regulations, rules, guidelines and policies laid down by the Embassy in pursuit of its operation;
9. Regulate the entry of people and equipment within Embassy premises, including a daily log of visitors and clients in and out of the building. Entry of visitors and clients will be registered in the logbook to be provided by the Embassy.
10. Secure the premises from unauthorized persons found loitering or engaging in unauthorized or unlawful activities within the Embassy premises;
11. Report any incident and/or observation that takes place within the Embassy premises;
12. Secure all ingress and egress within the Embassy premises, including inspection and verification of all cargoes, goods, and materials coming in and out of the buildings;  
A report on activities/events at the Embassy during the shift will be included in the daily log, including movement of suppliers.
13. Provide assistance and submit spot report in cases of emergency situations such as accidents, fire, typhoon, or other natural calamities, including protest actions and rallies.

### D. Schedule of Requirements

All the required security personnel, equipment, etc. shall be made available and/or installed and ready for rendering services at the Embassy on the first day of the effectivity of the contract.

## V. CONTRACT DURATION

The Contract enters effect on the first day of the following month after the issuance of the Notice to Proceed until 31 December 2025.

## VI. TERMS OF PAYMENT

1. The Contractor shall submit monthly billings not later than the first week of the following month.
2. Payments shall be made within ten (10) calendar days upon receipt of the monthly invoice with complete requirements.
3. The bid price shall cover all necessary taxes, stamp duties, license fees and other such levies imposed for the completion of the Contract.

*Note:*

*Bidder must state compliance with each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements.*

*The STATEMENT OF COMPLIANCE must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and on behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and on behalf of the partners to the joint venture.*

*Conforme:*

[Signature/s]

[Name of Bidder's Authorized Representative/s]