



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
BOTSCHAFT DER REPUBLIK DER PHILIPPINEN
BERLIN



REQUEST FOR QUOTATION

PROCUREMENT OF SECURITY SERVICES FOR THE
THE EMBASSY FOR 2026

The Embassy of the Philippines in Berlin intends to procure security services for the the Embassy for 2026.

In view of this, interested companies are invited to submit their quotation/offers for the following project:

Project Name:	Procurement of Security Services for the Embassy for 2026
Approved Budget of Contract:	€85,500 only (approximately Php 5,471,786.25)
Specifications:	Please see attached Terms of Reference
Location:	Luisenstrasse 16, 10117 Berlin
Date of Delivery:	Within 15 days from receipt of the Notice to Proceed
Mode of Payment:	Bank transfer

Interested companies are requested to submit their duly accomplished Price Quotation Form not later than **5:00pm of 3 December 2025**, by mail at the above address or via email at **mylah.rubio@dfa.gov.ph**. Please note that quotations submitted must already include VAT and other lawful charges, such as delivery /handling fees and insurance.

The Embassy reserves the right to withdraw the proposal and to reject all quotations at any time prior to the award of the contract without incurring any liability.

For further information and/or queries, please call **+49 (0) 30 864 95 0403** or write an email to the above email address.

GERARDO P. ABIOG

Chairperson, Bids and Awards Committee

Noted by:


IRENE SUSAN B. NATIVIDAD

Head of Post and Head of the Procuring Entity

26 November 2025, Berlin

**PROCUREMENT OF SECURITY SERVICES FOR CY 2026
FOR THE EMBASSY OF THE REPUBLIC OF THE PHILIPPINES IN BERLIN**

TECHNICAL SPECIFICATION

Bidders must state whether they are "Compliant" or "Not Compliant" in the column "Bidder's Statement of Compliance" in each of the individual technical parameter.

ABC: €85,500 only (approximately Php 5,471,786.25)

Specification		Compliant	Non-compliant
	Qualifications of the Contractor		
1	The contractor shall be a company duly organized and existing under German laws and is duly licensed by appropriate German authorities to operate as such for at least five years.		
2	The contractor shall have the necessary capability, expertise, equipment, manpower, financial resources, and experience to provide the security requirements of the Embassy for the duration of the contract and any extension thereof.		
	Scope of Work The contractor shall provide the required number and quality of security personnel, equipment, and services, such as, but not limited to the following:		
3	Trained and qualified security personnel according to the manpower requirement of the Embassy;		
4	All the necessary paraphernalia for every security personnel deployed at the Embassy;		
5	Protection of the properties and other propriety interests of the Embassy against theft, robbery, arson, trespass, espionage, sabotage, riot, insurrection, destruction or damage, and other wrongful and/or unlawful acts;		
6	Regulate the entry of persons, vehicles, and/or equipment into the Embassy premises;		
7	Secure the premises from unauthorized persons found loitering or engaging in unauthorized or unlawful activities within its jurisdiction;		
8	Report any incident and/or observation that takes place within the Embassy building;		
9	Secure all ingress and egress within the building, and inspect and verify all cargoes, goods, and materials coming in and out of the premises;		

10	Assist and submit spot reports in cases of emergency situations such as accidents, fire, typhoons, earthquakes, and other natural calamities;		
	Contractor's Obligation		
11	The contractor shall render services eight hours a day, five days a week (excluding German holidays), from 0900h to 1800h, to secure and safeguard the Embassy's operations and assets, including but not limited to, furniture, equipment, motor vehicles, cash, documents, personnel, and their belongings, as well as visitors and guests within its premises, from threats, hazards, risks, including sabotage, theft, pilferage, robbery, and other unlawful acts.		
	The contractor shall provide the Embassy with professional, trained, duly licensed, bonded, and select armed personnel who possess the following qualifications:		
12	Physically and mentally fit;		
13	Not less than 21 years of age but not more than 50;		
14	Height of at least 5'8" for males and 5'4" for females uniformed and safeguarded;		
15	Weight of at least 120lbs. or 55 kgs.;		
16	Must be courteous, hardworking, and cooperative, and possesses good moral character;		
17	Must speak and understand German and English;		
18	Must have undergone the required training for security personnel under German law;		
19	The contractor shall, for the duration of the Contract, conduct at least one (1) security risk assessment of all Embassy facilities, and shall submit written reports, within one week, after the assessment to the Embassy authorized representative.		
20	The contractor shall require and provide proper uniforms and paraphernalia, including identification cards to its security personnel.		
21	The contractor shall provide logbooks for use in the reporting of incidents and observations taking place in the premises.		
22	The contractor shall not deploy trainees and shall seek approval of the Embassy for security personnel that it wishes to assign at the Embassy.		
23	The contractor shall at all times enforce strict discipline among its security personnel and ensure that they extend courtesy towards the Embassy personnel and clientele.		

24	There shall be no employer-employee relationship between the Embassy and the contractor's security personnel.		
25	The contractor shall ensure that each of its personnel assigned to the Embassy shall execute and sign a Non-Disclosure Agreement, to be submitted to the Embassy prior to the commencement of the service.		
26	The contractor will inform the Embassy of the assigned personnel's leave of absence and his/her replacement/s by official communication (letter/email) a week prior to leave.		
26	Contract Duration The contract enters into effect from 01 January 2026 until 31 December 2026.		

Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule to 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 in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture.

Company

Contact Person

Address

Telephone No.

Email
