



Republic of the Philippines  
 DEPARTMENT OF EDUCATION  
 Cordillera Administrative Region  
 DIVISION OF BAGUIO CITY  
**MANUEL L. QUEZON ELEMENTARY SCHOOL**  
 Upper Session Road Extension, Baguio City



**REQUEST FOR QUOTATION**

Standard Form No.: SF-GOOD-60


Revised on: May 24, 2004

Standard Form Title: Request for Qotation

Supplier: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone No. : \_\_\_\_\_  
 e-Mail: \_\_\_\_\_  
 Date received by the supplier: \_\_\_\_\_

Requesting Unit: Manuel L. Quezon Elem. Sch.  
 PR No.: 2019-01-001  
 Quotation No.: 2019-01-001  
 Date: January 16, 2018  
 ABC: 269500.00 (Feb. -Dec. 2019)

Please quote your lowest price on the item/s listed, subject to the General Conditions below, stating the shortest time of delivery and submit your quotation in a sealed envelope duly signed by the representative not later than January 24, 2018, 9:00 a.m.

  
**NICOMEDES D. TABELIN**  
 CHAIRMAN - BIDS AND AWARDS COMMITTEE

**REQUIREMENTS:**

- |   |                                      |
|---|--------------------------------------|
| <b>1. Mayor's/ Business Permit</b>                    | <b>3. Income/Business Tax Return</b> |
| <b>2. PhilGEPS registration number or certificate</b> | <b>4. Omnibus Sworn Statement</b>    |

**Note:**

- \* Submit RFQ together with the requirements
- \* All entries must be typewritten or legibly written
- \* Indicate brand and model of item offered
- \* Delivery period within \_\_\_\_\_ Calendar Days
- \* Days

Item No	Quantity	Unit	ITEM DESCRIPTION	Unit Price	Total Amount
1	2	pax	Security Guard Shift: 7:00 p.m. to 7:00 a.m. Mondays to Sundays including legal and special holidays		
			FEBRUARY to DEC. 2019	<b>TOTAL</b>	

Purpose: Procurement of services of 2 night shift Security Guards for MLQES

After having carefully read and accepted your general conditions, I/we quote you on the item at prices noted above.

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 TIN

\_\_\_\_\_  
 Date/Telephone Number

Canvassed by: \_\_\_\_\_