



Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
 Division of Baguio City  
 West Baguio Central District

**ELPIDIO R. QUIRINO ELEMENTARY SCHOOL**  
 Purok 2, Irisan, Baguio City



**REQUEST FOR QUOTATION**

Standard Form No.:SF-GOOD-60  
 Revised on: May 24, 2004  
 Standard Form Title: Request for Quotation

**DepEd** BAGUIO CITY DIVISION  
 ACCOUNTING  
**RECEIVED**

By 07 FEB 2019  
 Date: \_\_\_\_\_ Time: pm 2:12

Supplier: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Tel. No.: \_\_\_\_\_  
 e-Mail: \_\_\_\_\_  
 Date received by the Supplier: February 19, 2019

Requesting Unit: Elpidio R. Quirino Elementary School  
 PR No.: 2019-01-002  
 Quotation No.: 2019-01-007  
 Date: February 7, 2019  
 ABC: PhP. 270,000.00

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 your representative not

**ORDEN V. CAYSO**  
 BAC Chairman

**REQUIREMENTS:**

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Income/Business Tax Return
4. Omnibus Sworn Statement

**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.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	2	pax	Security Guard		
			Alternate Shifts 7:00AM - 7:00 PM, 7:00PM - 7:00 AM		
			From Monday - Sunday, including special and legal holidays		
			<b>Note</b> : Security guards must wear complete uniform while on duty. With flashlights and first aid kit		
			- Submit security plan from April 2019 to December 2019		
				<b>TOTAL</b>	

Purpose: For school security

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 No.

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