



Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
 Division of Baguio City  
**STO. TOMAS NATIONAL HIGH SCHOOL**  
 Sto. Tomas Central, Baguio City  
 Mobile: 0999 573 4949 / 0927 949 2550  
 Telefax: 424-8373



**REQUEST FOR QUOTATION**

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

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

Requesting Unit: **STO. TOMAS NATIONAL HIGH SCHOOL**  
 PR No.: **2019-12-0013**  
 Quotation No.: **2019-012-0004**  
 Date: **December 9, 2019**  
 ABC: **Php 312, 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 later than **December 26, 2019**.

*J. Baluda*  
**JOYCE M. BALUSDAN**  
 Teacher I  
 Chairman, JHS - Bids and Awards Committee

**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.

**POSTED IN PHILGEPS**

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
<b>GENERAL SERVICES</b>					
1.	2	Pax	Security Guard Alternate Shift Schedule: 6:00 AM- 6:00 PM, 6:00 PM- 6:00 AM From Monday to Sunday, including special and legal holidays Note: Security guards must wear complete uniform while on duty - with flashlights - with first aid kit - Submit Security Plan from January 2020 to December 2020		
			***nothing follows***		
				<b>TOTAL</b>	

**Purpose: For Procurement of 2 Security service at Sto. Tomas National High School**

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:

*L. Daping*  
**LORLYN L. DAPING**  
 Teacher I