



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

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

Requesting Unit: Elpidio R. Quirino Elementary School  
PR No.: 2020-12-033  
Quotation No.: 2019-12-026  
Date: December 7, 2020  
ABC: PhP. 372,000.00

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 15, 2020**.

**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.

**POSTED IN PHILGEPS**

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 January 2021 to December 2021		
				<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

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

\_\_\_\_\_  
Date/Telephone No: