



Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
**DOÑA AURORA ELEMENTARY SCHOOL**  
 Gen. De Jesus St., Aurora Hill, Baguio City



### 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: Doña Aurora Elementary School  
 PR No.: 2021-01-01  
 Quotation No.: 2021-01-001  
 Date: December 4, 2020  
 ABC: ₱168,000.00 ✓

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 14, 2020.

  
**CERRY PIE F. LENGWA**  
 DAC Chairperson

**REQUIREMENTS:**

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

**POSTED IN PHILGEPS**

**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	1	pax	Security Guard Schedule of Duty: 6:00PM to 5:00AM From Mondays to Sundays including special and legal holidays Contract Period: January to December 31, 2021 <b>Note: Security Guard must be in complete uniform while on duty with the following devices/ equipments: - Flashlight - Baton (cudgel) - Security plan (please submit a copy of plan for January to December 2021)</b>		

Purpose: for Hiring of security guard at Doña Aurora Elementary 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:

\_\_\_\_\_