



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
 Schools Division Office of Baguio City  
**DON MARIANO MARCOS ELEMENTARY SCHOOL**

**REQUEST FOR QUOTATION**

Supplier:	_____	PR No.:	2023-12-026
Address:	_____	Quotation No.:	2023-12-022
Tel No.:	_____	Date:	December 11, 2023
e-Mail:	_____	ABC (Approved Budget for the Contract):	162,000.00

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, 2023**.

POSTED IN PHILGEPS

**MERVIN G. OLIVA**  
 Chairperson, Bids and Awards Committee

**REQUIREMENTS:**

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Omnibus Sworn Statement (for ABC above 50k)
4. Income/Business Tax Return (for ABC above 500K)

**Note:**

- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ Delivery period within 30 days upon receipt of NTP
- ✓ Price validity shall be for a period of 30 days

Item No.	Qty	Unit	Item Description / Specification	Unit Price	Total Price
1	1	pax	LICENSED SECURITY GUARD		
			DAY SHIFT ONLY		
			from 6:30AM to 4:30PM for Monday to Friday		
			to start on January 3, 2024 to December 31, 2024		
<b>Total</b>					

Purpose: Hiring of security guard to watch out for pupils going out from the school gate and welcomes visitors coming in for Jan.-Dec. 2024

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

_____	_____
Date	Signature over Printed Name
_____	_____
Tin Number	Tel. No. / Cellphone No. / Email Address / Fax Number

