



Republic of the Philippines  
**Department of Education**

Cordillera Administrative Region  
 SCHOOLS DIVISION OF BAGUIO CITY  
 DISTRICT V

**MANUEL A. ROXAS ELEMENTARY SCHOOL**  
 North Sto. Tomas Road, Sto. Rosario Valley, Baguio City

**REQUEST FOR QUOTATION**

Supplier: Requesting Unit: MANUEL A. ROXAS ELEM. SCHOOL  
 Address: PR No.: 2024 – 11 – 0001  
 Telephone No.: Quotation No.: 2024 – 11 – 0001  
 e-Mail: Date: November 19, 2024  
 Date received by the Supplier: ABC: Php 216,000.00

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 November 27, 2024 @ 9:00 AM.

POSTED IN PhilGEPS

*B. Balais*  
**BENILYN D. BALAIS**

School BAC Chairman, Bids and Awards Committee

**REQUIREMENTS:**

- Mayor's / Business permit
- PhilGEPS registration number or certificate
- Income/Business Tax Return
- 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	1	pax	<b>SECURITY GUARD (Day shift)</b>		
			Contract Period: January 01, 2025 – December 31, 2025		
			Schedule: 7:00 AM – 7:00 PM (Monday to Sunday including legal and special holidays)		
			Security guard must:		
			1. be duly licensed;		
			2. be in complete uniform while on duty;		
			3. be with complete defense tools (flashlight & baton)		
			4. be with at least 2 years of experience;		
			5. maintain a logbook;		
			6. be visible at all times; and		
			7. adhere to the policies of Manuel A. Roxas Elementary School		
			** The bidding security agency must submit a security plan for the period of January 01, 2025 to December 2025		
				<b>TOTAL</b>	

Purpose: Procurement of security services for Manuel A. Roxas Elementary School for CY 2025

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.



**MANUEL A. ROXAS ELEMENTARY SCHOOL**

North Sto. Tomas Road, Sto. Rosario Valley, Baguio City  
 DepEdTayo/Manuel A. Roxas ES  
 136415mares@gmail.com/136415@deped.gov.ph