



**Republic of the Philippines**  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
 SCHOOLS DIVISION OF BAGUIO CITY  
 MANUEL A. ROXAS ELEMENTARY SCHOOL  
 NORTH STO. TOMAS RD., STO. ROSARIO VALLEY, BAGUIO CITY,

\*\*Regular MOOE (January 2026)

**REQUEST FOR QUOTATION**

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

Supplier: Requesting Unit: **Manuel A. Roxas Elementary School**  
 Address: PR No.: **2025-12-053**  
 Telephone No.: Quotation No.: **2025-12-051**  
 e-Mail: Date: **December 9, 2025**  
 Date received by the Supplier: ABC: **258,000.00**

Please quote your lowest price on the item/s listed, subject to the General Conditions below, stating the shortest delivery time and submit your quotation in a sealed envelope duly signed by your representative no later than **December 16, 2025 @9am**.

**ANNA ELISA S. GARCHITORENA**  
 Chairperson, Bids and Awards Committee

**REQUIREMENTS:**

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

**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 <b>Contract Period:</b> January 1, 2026 to December 31, 2026 <b>Schedule of Duty:</b> Mondays to Saturdays including legal and special holidays <b>Duty Hours:</b> 6:00AM-6:00PM <b>Security Guard must:</b> a. be duly licensed b. wear proper uniform with complete defense tools (flashlight and baton) c. have atleast 2 years experience d. maintain a logbook e. be visible at all times f. adhere to policies of the school g. preferable male  <b>NOTE:</b> <b>Security Agency must:</b> a. submit monthly proof of remittances/payment of SSS, Philhealth and PAG-IBIG of Security Guards b. submit a security plan from January 1 to December 31, 2026  <b>****nothing follows***</b>		
<b>TOTAL</b>					

Purpose: Procurement of Security services for Manuel A. Roxas Elementary School for CY 2026..

After carefully reading and accepting your General Conditions, I/We quote you on the item at the price noted above.

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

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
TIN

\_\_\_\_\_  
Date/Telephone Number



**Manuel A. Roxas Elementary School**  
**Address:** North Sto. Tomas Rd., Sto. Rosario Valley, Baguio City  
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**Facebook Page:** DepEd Tayo Manuel A. Roxas ES