



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OFFICE OF BAGUIO CITY
 GIBRALTAR ELEMENTARY SCHOOL
 Purok 5, Gibraltar Barangay, Baguio City

REQUEST FOR QUOTATION

Supplier: Requesting Unit: **GIBRALTAR ELEMENTARY SCHOOL**
 Address: PR. No.: **2025-11-49**
 Telephone No.: Quotation No.: **2025-12-41**
 E-mail Address: Date: **December 1, 2025**
 Date received by Supplier: ABC: **₱ 240,000.00**

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 5, 2025 2:00pm**

Princess M. Perez
PRINCESS M. PEREZ
 School 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 7 Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pax	Security Guard			
		<i>Contract Period: January 1, 2026 - December 31, 2026</i>			
		<i>Schedule of duty: Mondays to Sundays, 6:00 PM to 6:00 AM</i>			
		Security Guard must:			
		a. be duly licensed			
		b. wear proper uniform with complete defense tools (flashlight, baton, etc.)			
		c. have at least 2 years of experience			
		d. maintain a logbook			
		e. be visible at all times			
		f. adhere to the policies of the school			
		Note:			
		- Security Agency must submit monthly proof of remittances (payment to SSS, PhilHealth, PAG-IBIG, etc.) of Security Guards			
		- Security Agency must submit a Security Plan from January 1, 2026 to December 31, 2026			
		TOTAL			
Purpose:		Procurement of Security Service for Calendar Year 2026			

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

Canvassed by:

Signature over Printed Name

Tin Number

Date/Telephone No.



GIBRALTAR ELEMENTARY SCHOOL
 Address: Purok 5 Gibraltar Barangay, Baguio City
 Telephone Number: 619-3490
 Email Address: 136402@deped.gov.ph

