



**Republic of the Philippines**  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**QUEZON HILL NATIONAL HIGH SCHOOL**  
 LAMUG ST., MIDDLE QUEZON HILL, BAGUIO CITY

### REQUEST FOR QUOTATION

Company/Supplier/Store: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_  
 e-Mail: \_\_\_\_\_  
 TIN: \_\_\_\_\_

FR No.: **2025-12-043**  
 Quotation No.: **2025-12-043**  
 Date: December 19, 2025  
 ABC: **Php 250,000.00**

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 23, 2025 @9.00 A.M.**

  
**FRAMYR B. YMANA**

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 10 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 (Night Shift)		
			Contract Period: January 14, 2026 to December 31, 2025		
			Schedule of Duty: Monday to Friday, Sunday Day off: every Saturday, Duty Hours: 6PM to 6AM Including legal and special holiday		
			Security Guard must:		
			a. Be duly licensed		
			b. Be in complete uniform while on duty, with complete defense tools		
			c. Be with at least 1 year of experience		
			d. Maintain a logbook		
			e. Adhere to the policies of Quezon Hill National High School		
			NOTE: ** Security agency must submit proof of monthly remittances (i.e., payment to SSS, Philhealth, Pag-ibig, etc) ** The bidding security agency must submit a security plan for the period of January 14, 2026 to December 31, 2026 Must have updated security licensed		

**PURPOSE:** Procurement of Security Services for Quezon Hill National High 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

Canvassed by:



**Address:** Lamug St., Middle Quezon Hill, Baguio City  
**Email address:** [quezonhillnhs@gmail.com](mailto:quezonhillnhs@gmail.com); 305287-actoped@doe.gov.ph  
**Telephone Number:** (074) 619-6723