



Republic of the Philippines  
**Department of Education**  
**CORDILLERA ADMINISTRATIVE REGION**  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**BAGUIO CENTRAL SCHOOL**

MOOE Fund

**REQUEST FOR QUOTATION**

Company/Supplier/Store:

Address:

Telephone No.:

e-Mail:

TIN:

PR No.: 2026-01-001

Quotation No.: 2026-01-001

Date: December 23, 2025

ABC: Php **342,000.00**

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 29, 2025 2:00pm

*Carina*  
**CARINA G. WALSIYEN**

Chairperson, Bids and Awards Committee

<b>REQUIREMENTS:</b> 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)	<b>Note:</b> <input checked="" type="checkbox"/> Submit RFQ together with the requirements. <input checked="" type="checkbox"/> All entries must be typewritten or legibly written. <input checked="" type="checkbox"/> Delivery period on or before <b>JAN 01-DEC 31, 2026</b> . <input checked="" type="checkbox"/> Price validity shall be for a period of <b>30 Calendar Days</b> .
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Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	1	pax	Security Guard:Graveyard/ Night Shift  Shift: 7PM-7AM  Contract Period: January 01 - December 31, 2026  Schedule of Duty: Monda to Sunday including legal and special holidays, class and work suspensions  Security Guard must have: a. duly updated licences b. wear proper uniform with complete defense tools (flashlight and baton) c. must have atleast 2 years of experience d. shall maintain logbook for reportorial consumption e. must be visible at all time and conduct rounds within perimeter f. must adhere to the policies of the school  Note: Security agency must submit the following: a. proof of monthly remittances (payment to SSS, PhilHealth, and PAG-IBIG of the security guard) b. security plan for CY 2026		
<b>TOTAL</b>					

Purpose: Procurement of Security Services for Baguio Central School for CY 2026.

Additional Note: 1. Suppler shall deliver the items to the school within the delivery period.

2. Bidders may submit their quotations through email: baguiocentralschool@gmail.com

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

\_\_\_\_\_  
 Signature over Printed Name / Date

Tin

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Tel. No./ Cellphone No.

Canvassed by:

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Canvasser