



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
SAN VICENTE ELEMENTARY SCHOOL
 Brgy San Vicente, Baguio City

REQUEST FOR QUOTATION

Standard Form No.:SF-GOOD-60

Revised on: May 24, 2004

Standard Form Title: Request for Quotation

Supplier:
 Address:
 Telephone No.:
 e-Mail:
 Date received by the Supplier:

Requesting Unit: San Vicente Elem School
 PR No.: 2025-12-001
 Quotation No.: 2025-12-0014
 Date: December 17,2025
 ABC: **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 23, 2025

JANET K. DAGDAGEN
 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 5 Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
		SG			
1	1		1 Security Guard for 12 hrs duty from 6:00Am to 6:PM, Mondays to Saturdays		
			***Contract Duration: January-December 2026		
			*** Bidding Security Agency must submit a Security Plan		
			*** Rquirements:		
			1. Duly Licensed		
			2. Be in complete uniform on duty		
			3. With Complete tools		
			4. Maintain Logbook		
TOTAL					

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 No.

Date:

Canvassed by: