Republic of the Philippines
Department of Education
Cordillera Administrative Region
Division of Baguio City
District 7
ELPIDIO R. QUIRINO ELEMENTARY SCHOOL
Purok 2, Irisan, Baguio City

REQUEST FOR QUOTATION

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

Supplier:		Requesting Unit:	Elpidio R. Quirino Elementary School
Address:		PR No.:	**2025-11-062**
Tel. No.:		Quotation No.:	**2025-12-040**
e-Mail:		Date:	**December 2, 2025**
Date received by the Supplier:		ABC:	PhP. **432,000.00**

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 9, 2025 @ 10:00 am.**

ORDEN V. CAYSO
BAC Chairman

REQUIREMENTS:

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

Note:

1. Delivery Period with in 10 Calendar Days Upon receipt of NTP
2. Price Validity shall be for a period of **30 Calendar Days**

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	2	pax	Security Guards: Alternate Shift		
			Contract Period:		
			January 1, 2026 to December 31, 2026		
			Schedule of Duty: Mondays to Sundays including		
			legal and special holidays		
			Duty Hours: 7:00 Am to 7:00 PM; 7:00 PM to 7:00 AM		
			Security Guards must:		
			a. be duly licensed		
			b. wear proper uniform with complete defense		
			tools (flashlight, first aif kits and baton)		
			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		
			Submit Security plan from January 2026- December 2026		
				TOTAL	

Purpose: Procurement of Security Services

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

Signature over Printed Name