



**REQUEST FOR QUOTATION**

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

GAA

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

Requesting Unit: **BONIFACIO ELEMENTARY SCHOOL**  
PR No.: **2025-12-0032**  
Quotation No.: **2025-12-0032**  
Date: December 19, 2025  
**ABC: 600,000.00**

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 9am

**REAGAN A. DECORAN**  
School BAC Chairman, Bids and Awards Committee

**REQUIREMENTS:**

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Income/Business Tax Return
4. Omnibus Sworn Statement (for ABC above 50,000.00)

**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 Calendar Days.

| Item No.   | Quantity | Unit | Item Description   | Unit Price   | Total Price |
|--|----------|------|--|--------------|-------------|
| 1  | 2        | pax  | <b>Security Guards: Alternate Shift</b><br>Contract Period:<br>January 1, 2026 to December 31, 2026<br><br>Schedule of Duty: Mondays to Sundays including legal and special holidays<br><br>Duty Hours: 7:00AM to 7:00PM; 7:00PM to 7:00 Am<br><br><b>Security Guards must:</b><br>a. be duly licensed<br>b. wear proper uniform with complete defense tools (flashlight and baton)<br>c. have at least 2 years experience<br>d. maintain a logbook<br>e. be visible at all times<br>f. adhere to policies of the school<br>g. preferably male<br><br>Note:<br>1. Security Agency must submit monthly proof of remittances / payment to SSS, Philhealth and PAG-IBIG of Security Guards<br><br>Security Agency must submit a security plan from January 1 to December 31, 2026<br><br><b>"Nothing follows"</b> |              |             |
|  |          |      |  | <b>TOTAL</b> |             |
| <b>Purpose:</b> Procurement of Security Services for Bonifacio Elementary School for CY 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