



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

REQUEST FOR QUOTATION

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

PR No.: 2025-12-023
Quotation No.: 2025-12-028
Date: 12/01/2025
ABC: Php 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 5, 2025 @ 9am


ARLITO G. PECAY
School BAC Chairman

REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Omnibus Sworn Statement (for ABC above 200K)
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 _____ Calendar Days.
- ✓ Price validity shall be for a period of _____ Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1.	2	pax	Security Guards (1 Day Shift, 1 Night Shift) - Contract Period: January 01, 2026 – December 31, 2026) - Schedule of Duty: 7:00 AM – 7:00 PM; 7:00 PM – 7:00 AM. Monday to Sunday including legal holidays and special holidays - Security guards must: 1. be duly licensed; 2. be in complete uniform while on duty; 3. be with complete defense tools (flashlight & baton); 4. be at least 2 years of experience; 5. maintain a log book; 6. be visible at all times; and 7. adhere to the policies of Aguinaldo Elementary School		
			Note: 1. The bidding security agency must submit a security plan for the period of January 01 to December 31, 2026		



ADDRESS: GEFA Brgy., Lower QM, Baguio City
TELEPHONE NUMBER: 442-4069
EMAIL ADDRESS: aguinaldoelementary@gmail.com



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			Nothing Follows		
				TOTAL	
Purpose: : Procurement of Security Services for Aguinaldo 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.

Signature over Printed Name

TIN



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