



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
 SCHOOLS DIVISION OF BAGUIO CITY  
**DONTOGAN ELEMENTARY SCHOOL**

**REQUEST FOR QUOTATION**

Supplier: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 TIN: \_\_\_\_\_

Requesting Unit: Dontogan Elementary School  
 PR No.: 2025-12-0021  
 Quotation No.: 2025-12-0021  
 Date: December 09, 2025  
 ABC: Php 456,000.00

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 15, 2025 @ 9:00AM.**

**LEEANN C. NEAD**  
 Chairperson, Bids and Awards Committee

**REQUIREMENTS:**

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)

**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 7 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	<b>SECURITY GUARDS (1 Day shift, 1 Night shift)</b>		
			Contract Period: January 01, 2026 – December 31, 2026		
			Schedule: 7:00 AM – 7:00 PM; 7:00 PM – 7:00 AM		
			Monday to Sunday including legal 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 with at least 2 years of experience;		
			5. maintain a logbook;		
			6. be visible at all times; and		
			7. adhere to the policies of Dontogan Elementary School		
			** Security agency must submit proof of monthly remittances (i.e., payment to SSS, PhilHealth, Pag-IBIG, etc.)		
			** The bidding security agency must submit a security plan for the period of January 01, 2026 to December 31, 2026		
			<b>TOTAL</b>		

Purpose: Procurement of security services for Dontogan 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

\_\_\_\_\_  
 Tel. No. / Date

Canvassed by:

