



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.: 2025-12-0026
 Quotation No.: 2025-12-0026
 Date: December 23, 2025
 ABC: Php 504,000.00

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 29, 2025 @ 9:00 AM.**

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 <u>7</u> Calendar Days. ✓ Price validity shall be for a period of <u>30</u> Calendar Days.
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Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	2	pax	SECURITY GUARDS (1 Day shift, 1 Night shift)		
			Contract Period: January 12, 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 2026		
			TOTAL		

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:



Address: Purok 2, Km. 6, Sto. Tomas Rd., Brgy. Dontogan, Baguio City
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E-mail Address: dontoganes@gmail.com / 136384@deped.gov.ph
 DepEd Tayo Dontogan ES