



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY
SAN CARLOS HEIGHTS ELEMENTARY SCHOOL
PUROK 20, IRISAN, BAGUIO CITY

REQUEST FOR QUOTATION (RFQ)

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

REGULAR MOOE

Supplier: _____ Requesting Unit: SAN CARLOS HEIGHTS ES
Address: _____ PR No.: 2025-12-059
Telephone No.: _____ Quotation No.: 2025-12-040
e-Mail: _____ Date: December 22, 2025
Date received by the Supplier: _____ 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 26, 2025 @9am.**

MADELYN L. JOSE
School BAC Chairperson

REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Omnibus Sworn Statement (Updated)

Note:

- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ Delivery period within 7 to 15 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 (1 day shift and 1 night shift) January 12, 2026 to December 31, 2026 Schedule: 7:00am to 7:00pm; 7:00pm to 7:00am Monday to Saturday including legal and special holidays Security Guards must: 1. be duly licensed; 2. wear complete uniform while on duty; 3. have complete defense tools (flashlight and baton); 4. have at least 2 years experience; 5. maintain a logbook; 6. be visible at all times; and 7. adhere to the policies of San Carlos Heights Elementary School ***The Security Agency must submit proof of monthly remittances (payment to SSS, Philhealth, Pag-ibig, etc.) ***The bidding security agency must submit a security plan for the period of January 12, 2026 to December 31, 2026		
TOTAL					
Purpose: Procurement of security services for San Carlos Heights 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 (Please indicate if VAT or NONVAT)

Date/ Contact No.

Canvassed by: _____



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