



REQUEST FOR QUOTATION

MOOE - JHS

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

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

Requesting Unit: **RIZAL NATIONAL HIGH SCHOOL**
PR No.: **2025-12-001**
Quotation No.: **2025-12-001**
Date: **December 12, 2025**
ABC: 528,000.00

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 16, 2025**.

ORTEZA D. GABOL

School BAC Chairperson, 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

NOTE

- ü Submit RFQ together with the requirements.
- ü All entries must be typewritten or legibly written.
- ü Indicate brand and model of item offered.
- ü Delivery period within _____ Calendar Days.
- ü Price validity shall be for a period of 30 Calendar Days.

Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
1	2	pax	SECURITY GUARDS (January 1 - December 31, 2026)		
			Schedule of Duty: Mondays to Saturdays including legal and special holidays		
			Duty Hours:		
			12 hours duty (7:00 PM - 7:00 AM - Night Shift)		
			12 hours duty (7:00 AM - 7:00 PM - Day Shift)		
			Security Guard must:		
			a. be duly licensed		
			b. wear proper uniform with complete defense tools		
			c. have at least 2 years of experience		
			d. maintain a logbook		
			e. be visible at all times		
			f. adhere to policies of the school		
			NOTE:		
			Security Agency must:		
a. submit monthly proof of remittance/payment of SSS, Philhealth, and PAG-IBIG of Security Guards					
b. submit a security plan from January 1 - December 31, 2026					
<i>*nothing follows*</i>					
				TOTAL	
Purpose: Procurement of security services 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

Tax Identification Number (TIN)