



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 SCHOOLS DIVISION OF BAGUIO CITY
 ROXAS NATIONAL HIGH SCHOOL

#87 NORTH STO. TOMAS RD., IMELDA MARCOS BARANGAY, BAGUIO CITY

REQUEST FOR QUOTATION

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

PR No.: **2026-001-7**
 Quotation No.: **26-01-07**
 Date: **January 27, 2026**
 ABC: **P336,000.00**

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 **February 02, 2026**

GAERLAN LABFAYONG
GAERLAN LABFAYONG
 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.
- ✓ Delivery period within 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 GUARD		
			Contract Period: March 01, 2026 – December 31, 2026		
			Schedule of Duty: Mondays to Sundays including legal and special holidays		
			Duty Hours: 4PM to 1AM (Security Guard 1 – 8 hrs)		
			Duty Hours: 1AM to 10AM (Security Guard 2 – 8 hrs)		
			Security Guard must:		
			a. be duly licensed;		
			b. be in complete uniform while on duty;		
			c. be with complete defense tools (flashlight and baton);		
			d. be with at least 2 years of experience;		
			e. maintain a logbook;		
			f. be visible at all times; and		
g. adhere to the policies of Roxas National High School					
NOTE:					
**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 March 01, 2026 to December 31, 2026					
-NOTHING FOLLOWS -					
TOTAL					
Purpose: Procurement of Security Services for Roxas National High School 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:

JUNARO O. REYES
 Canvasser

 Signature over Printed Name



ROXAS NATIONAL HIGH SCHOOL
 #87 NORTH SANTO TOMAS RD., IMELDA MARCOS BRGY., BAGUIO CITY
 TELEPHONE NUMBER: (074) 620-9195
 EMAIL ADDRESS: roxasnhsbaguio@gmail.com