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.: 2026-11-046
Telephone No.:_____ Quotation No.: 2026-11-032
e-Mail:_____ Date: November 23, 2026
Date received by the Supplier:_____ ABC: **Php 596,808.60**

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 1, 2026 @9am.**

MADELYNEL JOSE
School BAC Chairperson

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

Note:
- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ Delivery period 7 to 15 calendar days after NTP signing.
- ✓ 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 ad 1 night shift)**		
			Period: January 1, 2027 to December 31, 2027 (12 months)		
			Schedule: 6:00am to 6:00pm; 6:00pm to 6:00am, Monday to Saturday including legal and special holidays		
			Day-off schedule: Every Sundays		
			Security guard must:		
			a. Be duly licensed;		
			b. Wear complete uniform while on duty;		
			c. Have complete defense tools (flashlight and baton)		
			d. Have at least 2 years experience;		
			e. Maintain a logbook;		
			f. Be visible at all times; and		
			g. Adhere to the policies of San Carlos Heights Elementary School		
			Note: The bidding security agency must submit a security plan for the period of January 1, 2027 to December 31, 2027.		
			The Security agency must submit proof of monthly remittances (payment of SSS, Philhealth, Pagibig, etc)		
				TOTAL	
Purpose: Procurement of security services for CY 2027					

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Address: Purok 20, Irisan, Baguio City
Email Address: 136389@deped.gov.ph
Telephone No. 074-619-1341
Facebook page: DepEd CAR – Baguio City - San Carlos Heights Elementary School

Signature over Printed Name

TIN (Please indicate if VAT or NONVAT)

Date/ Contact No.

Canvassed by: _____