



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 Schools Division of Baguio City
PINSAO ELEMENTARY SCHOOL

REQUEST FOR QUOTATION

Standard Form No.: SF-GOOD-60 Revised on May 24, 2004

Standard Form Title: Request for Quotation

Supplier: _____

Address: _____

Telephone No.: _____

E-mail Address: _____

Date received by the Supplier: _____

Requesting Unit: **PINSAO ELEMENTARY SCHOOL**

PR No.: 2025-12-37

Quotation No.: 2025-12-30

Date: December 12, 2025

ABC: **Php 216,000.00**

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 **10:00am of December 18, 2025**.


BEBERLY G. LENGWA
 Bids and Awards Committee Chairman

REQUIREMENTS:

- | | |
|--|-------------------------------|
| 1. Mayor's / Business permit | 3. Income/Business Tax Return |
| 2. PhilGeps registration number or certificate | 4. Omnibus Sworn Statement |

Note:

- Submit RFQ together with the requirements.
- Entries must be typewritten or legibly written.
- Indicate brand and model of item offered.
- Delivery period within 7 Calendar Days.
- Price validity shall be for a period of 30 Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	1	pax	UTILITY PERSONNEL January 2026 to December 2026 8 hours duty; 8:30am to 5:30pm Mondays to Fridays including legal and special holidays Utility Personnel must be: a. Visible at all times b. Adhere to the policies of the school c. Preferably male who have the knowledge on basic carpentry and electrical repairs Agency must submit the following: a. Utility Plan (Jan 2026 to Dec 2026) b. Proof of monthly remittances/payment of SSS, PhilHealth and Pag-ibig of the personnel)		
			TOTAL		

Purpose: Procurement of Janitorial Services for Pinsao ES for CY 2026

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

Additional Notes:

1. Bidders may submit their quotations through our email at pinsaoelementary@gmail.com.

Signature over Printed Name

TIN

Date/ Telephone No.

Canvassed by: _____