



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OF BAGUIO CITY
 DOÑA AURORA ELEMENTARY SCHOOL

REQUEST FOR QUOTATION

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

Supplier: _____ Requesting Unit: Doña Aurora Elementary School
 Address: _____ PR No.: 2025-001-12
 Telephone No.: _____ Quotation No.: 2025-001-12
 e-Mail: _____ Date: December 23, 2025
 Date received by the Supplier: _____ **ABC: ₱ 212, 256**

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 29, 2025 29am

VICTOR U. SOTELO JR.
 BAC Chairperson

Requirements

1. Mayor's / Business permit.
2. PhilGEPS registration number or certificate.
3. Income/Business Tax Return.
4. Omnibus Sworn Statement.
5. Please indicate the **unit price**, the **total price** and **overall total**.

Note

- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ Indicate brand and model of item offered.
- ✓ Delivery period within **5** Calendar Days.
- ✓ Price validity shall be for a period of **30** Calendar Day

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	1	Pax/ month	Janitorial Service <ul style="list-style-type: none"> • January 2026 – December 2026 (12 months) • 8 hours a day, 5 days a week including legal and special holidays. 		
TOTAL					
Contractor or service provider should meet the following additional requirements: <ol style="list-style-type: none"> a. Duly registered with DOLE; b. Dully registered with BIR; c. For sole proprietorship, duly registered with DTI; d. For corporations and partnerships, duly registered with SEC; e. Must be an active employer registered with the following agencies: <ol style="list-style-type: none"> 1. Social Security System; 2. Home Development Mutual Fund (Pag-IBIG Fund); and 3. Philippine Health Insurance (PhilHealth). 					
Purpose: Procurement of janitorial services.					

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

Signature over Printed Name

Tin No.

 Canvassed by:

 Date/Telephone No.

