



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
 SCHOOLS DIVISION OFFICE OF BAGUIO CITY



REQUEST FOR QUOTATION

Supplier:
 Address:
 Telephone No.:
 e-Mail:

Requesting Unit: **Klas ES**
 PR No.: **2026-01-001**
 Quotation No.: **2026-01-001**
 Date: **December 22, 2025**
 ABC: **228,000.00**

Date received by the supplier:

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 on or before **December 29, 2025**

ROSELYN ANN C. LAPENA

School BAC Chairperson, Bids and Awards Committee

REQUIREMENTS:

- 1 Mayor's/Business Permit
- 2 PhilGEP's Registration number or certificate
- 3 Income/Business Tax Return
- 4 Omnibus Sworn Statement

Note:

- ✓ Submit RFQ together with the requirements
- ✓ All entries must be typewritten or legibly written
- ✓ Indicate brand and model of item offered
- ✓ Delivery/Deployment period: within January 2026
- ✓ Price validity shall be for a period of 30 calendar days

Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
1	1	pax	UTILITY PERSONNEL (for January 1, 2026 - December 31, 2026) Schedule of Duty: Mondays to Fridays including legal and special holidays. 8:00 am to 5:00 pm Note: Must report on weekends and holidays as needed. Qualification: 1. the personnel must be visible at all times; 2. the personnel must adhere to policies of the school; 3. Prefereably with experience in janitorial or utility services. Duties include: *Cleaning Admin. Office, Library, Restrooms around Grade 1 and Kindergarten areas daily; *Assisting in proper waste disposal and maintaining waste segregation practices; *Supporting school activities by setting up venues and moving equipment or furniture; *Ensuring compliance with health and safety standards; *Perform other related tasks as may be assigned. Manpower Service provider for Janitorial Service must: 1. Submit monthly proof of remittances/payment of SSS, Philhealth and PAG-IBIG; 2. Submit utility plan from January to December 2026.		
TOTAL					

Purpose: Provision of Janitorial Service to maintain school facilities and promote safe and healthy learning environment for Klas Elementary School for Year 2026

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

Canvassed by:

Signature over Printed Name

TIN

Date/ Telephone No.