



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OF BAGUIO CITY
 MANUEL A. ROXAS ELEMENTARY SCHOOL
 NORTH STO. TOMAS RD., STO. ROSARIO VALLEY, BAGUIO CITY

****Regular MOOE (January 2026)**

REQUEST FOR QUOTATION

Standard Form No.: SF-GOOD-62
 Revised on: May 24, 2004
 Standard Form Title: Request for Quotation

Supplier: _____ Requesting Unit: **Manuel A. Roxas Elementary School**
 Address: _____ PR No.: **2025-12-054**
 Telephone No.: _____ Quotation No.: **2025-12-052**
 e-Mail: _____ Date: **December 3, 2025**
 Date received by the Supplier: _____ ABC: **258,000.00**

Please quote your lowest price on the item/s listed, subject to the General Conditions below, stating the shortest delivery time and submit your quotation in a sealed envelope duly signed by your representative no later than **December 9, 2025 29am**

Anna Elisa S. Garchitorea
ANNA ELISA S. GARCHITORENA
 Chairperson, Bids and Awards Committee

REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate

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 _____ 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	Utility Workers Contract Period: January 1, 2026 to December 31, 2026 Schedule of Duty: Mondays to Fridays including legal and special holidays Duty Hours: 7:00AM-4:00PM; 8:00AM-5:00PM Utility workers must: c. have atleast 2 years experience d. maintain a logbook e. be visible at all times f. adhere to policies of the school g. preferable female and male FOR MALE: knows to perform basic carpentry skills NOTE: Manpower Service Provider for Janitorial Services must: a. submit monthly proof of remittances/payment of SSS, Philhealth and PAG-IBIG of Security Guards b. submit a utility plan from January 1 to December 31, 2026 ****nothing follows***		
TOTAL					
Purpose: Procurement of Janitorial services for Manuel A. Roxas Elementary School for CY 2026.					

After carefully reading and accepting your General Conditions, I/We quote you on the item at the price noted above.

Canvassed by: _____

 Signature over Printed Name

 TIN

 Date/Telephone Number



Manuel A. Roxas Elementary School
 Address: North Sto. Tomas Rd., Sto. Rosario Valley, Baguio City
 Email Address: mares136415@gmail.com/136415@deped.gov.ph
 Facebook Page: DepEd Tayo Manuel A. Roxas ES