



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OF BAGUIO CITY
 DISTRICT 10

DOÑA AURORA H. BUENO 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.: _____
 Email: _____
 Date received: _____

Requesting Unit: **Dona Aurora H. Bueno Elementary School**
 PR No.: **2025-041-12**
 Quotation No.: **2025-041-12**
 Date: **December 16, 2025**
 ABC: **P207,000.00**

* REGULAR MOOE

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 26, 2025, 9:00 AM.**

Requirements:

- Mayor's / Business permit
- PhilGEPS registration number or certificate
- Omnibus Sworn Statement (for P50,000.00 and above ABC)

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.

EDMUND J. OCYO

Chairperson, Bids and Awards Committee

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	1	pax/es	UTILITY PERSONNEL (for January 1, 2026 to December 31, 2026)		
			Schedule of Duty:		
			Mondays to Fridays including legal and special holidays		
			Duty Hours:		
			7:30 AM - 4:30 PM		
			Other Specifications:		
			a. the personnel must be visible at all times		
			b. the personnel must adhere to policies of the school		
			c. the personnel must possess basic maintenance and repair skills		
			d. the agency is required to submit proof of remittance or payment of contribution to Social Security System (SSS), Philippine Health Insurance Corporation (PhilHealth), Pagtutulungan sa Kinabukasan: Ikaw, Bangko, Industriya at Gobyerno Home Development Mutual Fund (Pag-IBIG HDMF) of the utility personnel		
				TOTAL	

Purpose: procurement of utility services to maintain school facilities and promote a safe and healthy learning environment

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

Signature over Printed Name : _____

TIN : _____

Date/Telephone No. : _____

Canvassed by: _____