



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 SCHOOLS DIVISION OF BAGUIO CITY
 ROXAS NATIONAL HIGH SCHOOL

#87 NORTH STO. TOMAS RD., IMELDA MARCOS BARANGAY, BAGUIO CITY

REQUEST FOR QUOTATION

Company/Supplier/Store: _____
 Address: _____
 Telephone No. _____
 E-Mail: _____
 TIN: _____

PR No.: **2025-012-4**
 Quotation No.: **25-12-04**
 Date: **December 15, 2025**
 ABC: **₱228,000.00**

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 December 19, 2025, 9am**

GAERLAN LABFAYONG
GAERLAN LABFAYONG
 Chairperson, Bids and Awards Committee

REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Omnibus Sworn Statement (for ABC above 50K)
4. Income/Business Tax Return (for ABC above 500K)

Note:

- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ Delivery period within 15 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 WORKER		
			Contract Period: January 01, 2026 - December 31, 2026		
			Schedule of Duty: Mondays to Fridays including legal and special holidays		
			Duty Hours: 9AM to 6PM		
			Utility Personnel must:		
			a. have at least 2 years experience;		
			b. maintain a logbook;		
			c. adhere to policies of the school;		
			d. be visible at all times;		
			e. for male utility, must possess basic carpentry skills		
NOTE: Manpower Service provider for Janitorial Services must:					
a. submit monthly proof of remittance/payment of SSS, Philhealth, Pag-IBIG, etc.					
b. submit a utility plan from January 01, 2026 to December 31, 2026					
-NOTHING FOLLOWS -					
TOTAL					
Purpose: Procurement of Utility Services for Roxas National High School for CY 2026					

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

 Signature over Printed Name



ROXAS NATIONAL HIGH SCHOOL
 #87 NORTH SANTO TOMAS RD., IMELDA MARCOS BRGY., BAGUIO CITY
 TELEPHONE NUMBER: (074) 620-9195
 EMAIL ADDRESS: roxasnhsbaguio@gmail.com