



Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
 Schools Division Office of Baguio City  
**SPRINGHILLS ELEMENTARY SCHOOL**

**REQUEST FOR QUOTATION**

Supplier:	_____	PR No.:	2025-06-001
Address:	_____	Quotation No.:	2025-06-001
Tel No.:	_____	Date:	December 15, 2025
e-Mail:	_____	ABC (Approved Budget for the Contract):	<b>₱204,720.00</b>

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 @ 9:00am**

**SEBIA L. PALANGEO**  
 BAC Chairperson

**REQUIREMENTS:**

1. Mayor's / Business permit
2. PhilGEPS 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**.

Item No.	Qty	Unit	Item Description / Specification	Unit Price	Total Price
1	1	pax	<b>UTILITY WORKER:</b> Contract Period: January 1, 2026 to December 31, 2026 Working Hours: Monday to Friday: 7:30 AM – 4:30 PM <b>Must report on weekends and holidays as needed.</b> Duties include: **Cleaning classrooms, offices, restrooms, and common areas daily. **Assisting in proper waste disposal and maintaining waste segregation practices. **Performing minor repairs and maintenance tasks as needed. **Supporting school activities by setting up venues and moving equipment or furniture. **Ensuring compliance with health and safety standards. **Performing other related tasks as may be assigned <b>Qualifications:</b> *Ability to perform manual tasks and basic maintenance work. *Adhere to policies of the school *Physically fit and able to work under varying conditions. *Preferably with experience in janitorial or utility services Manpower Service Provider for Janitorial Service must: a. submit monthly proof of remittances/payment of SSS, Philhealth and PAG-IBIG b. Submit utility plan form January to December 2026		
			*** nothing follows***		
<b>Total</b>					

Purpose: Procurement of Janitorial service for Springhills Elementary School for Year 2026

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

\_\_\_\_\_ Date

\_\_\_\_\_ Signature over Printed Name

\_\_\_\_\_ Tin Number

\_\_\_\_\_ Tel. No. / Cellphone No. / Email Address / Fax Number

Canvassed by:

**RACHELE D. GARCIA**