



REQUEST FOR QUOTATION

Supplier:
Address:
Telephone No.:
e-Mail:
Date received by the supplier:

Requesting Unit: Fort del Pilar NHS
PR No.: 2025-12-72
Quotation No.: 2025-12-72
Date: December 26, 2025
ABC: Php 453,600.00

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


APRIL M. CABRERA

School BAC Chairman, Bids and Awards Committee

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 Period: 10 days after receipt of NTP
Price validity shall be for a period of 30 calendar days

Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
1	2	pax	<p>UTILITY PERSONNEL (for January 01, 2026 - December 31, 2026)</p> <p>Schedule of Duty: Monday to Fridays including legal and special holidays. 8:00 - 5:00 pm Note: Must report on weekends and holidays as needed.</p> <p>Qualifications: 1. The personnel must be visible at all times. 2. The personnel must adhere to the policies of the school. 3. Preferably with experience to janitorial and utility services.</p> <p>Duties include: 1. Undertake the responsibility of maintaining the cleanliness of the school ground, school offices and premises from 8:00 in the morning until 5:00 in the afternoon; 2. Assist in planting and sustaining the garden/s by regularly watering the plants and keeping the plants properly trimmed; 3. Sustain continuous beautification by planting flowers and vegetables; 4. Keep comfort rooms clean at all times; 5. Assist in the collection and proper disposal of garbage; 6. Run errands on related school and/or other school related activities; 7. Render service whenever there are school activities during weekends; and 8. Report untoward incidents/situations immediately to the School Head for appropriate actions.</p> <p>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.</p>		

Purpose:

Provision of Janitorial Services to maintain school facilities and promote safe and healthy learning environment for Fort Del Pilar National High School.

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

Canvassed by:

Signature over Printed Name

TIN

Date/ Telephone No.