



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

REQUEST FOR QUOTATION

Supplier: _____	PR No.: <u>2025-06-001</u>
Address: _____	Quotation No.: <u>2025-06-001</u>
Tel No.: _____	Date: <u>December 04, 2025</u>
e-Mail: _____	ABC (Approved Budget for the Contract): ₱194,400.00

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 10, 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	UTILITY WORKER: Contract Period: January 1, 2026 to December 31, 2026 Working Hours: Monday to Friday: 7:30 AM – 4:30 PM Must report on weekends and holidays as needed. 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 Qualifications: *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***		
Total					

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:

RACHELLE D. GARCIA