



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 Schools Division of Baguio City
 District 7
 Irisan Elementary School

REQUEST FOR QUOTATION

Standard Form No.: SF-GOOD-60
 Revised on: May 24, 2004
 Standard Form Title: Request for Quotations

Supplier: _____ Requesting Unit: **IRISAN ES**
 Address: _____ PR No.: 2025-012-002
 Telephone No.: _____ Quotation No.: 2025-012-002
 E-mail: _____ Date: December 26, 2025
 Date received by the Supplier: _____ ABC: **Php 240,000.00**

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 **January 5, 2026**.

SHELAH G. ANGWAY
 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 **as scheduled**.
- ✓ Price validity shall be for a period of **30** Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1.	1	Pax	Procurement of Janitorial Services (1 utility personnel with duty hours from Mondays-Fridays; 8:00am to 5:00pm including declared non-working days) Contract: January – December 2026		
			Requirements:		
			a. Availability of time when needed; b. Adherence to school rules and regulations; c. With basic skills in carpentry, gardening, and cleaning;		
			Interested agencies may submit this form with utility work plan (Jan-Dec 2026 and proof of remittances (SSS, PHIC, & Pag-Ibig)		
TOTAL					

Purpose: For the procurement of janitorial services from January-December 2026

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

Canvassed by:

_____ *Canvasser*

 Signature over Printed Name

 TIN

 DATE



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