



**STO. TOMAS NATIONAL HIGH SCHOOL- SENIOR HIGH SCHOOL**  
Sto. Tomas Central, Baguio City

**REQUEST FOR QUOTATION**

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

*\*Regular MOOE\**  
January 2026

Supplier: Requesting Unit: **STO. TOMAS NHS- SENIOR HIGH SCHOOL**  
Address: PR No.: **STNHS-2025-12-016**  
Telephone No.: Quotation No.: **STNHS-2025-12-016**  
E-Mail: Date: **9-Dec-2025**  
Date received by the Supplier: 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 11, 2025 (12:00NN).

**JENNYLYN B. BONAYAO**  
BAC Chairman

**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 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	<b>Utility Worker</b>		
			Contract Period: January 1, 2026 to December 31, 2026		
			Schedule of Duty: Mondays to Fridays including legal and special holidays		
			Duty Hours: 7:00AM-4:00PM / 8:00AM-5:00PM		
			Utility worker must:		
			a. have atleast 2 years experience		
			b. maintain a logbook		
			c. adhere to policies of the school		
			d. be visible at all times		
			e. be a male or female		
			FOR MALE: knows to perform basic carpentry skills		
			-		
			<b>Note:</b>		
			Manpower Service Provider for Janitorial Services must:		
			a. submit monthly proof of remittance/payment os SSS,Philhealth and PAG-IBIG of utility worker		
b. submit a utility plan from January 1 to December 31, 2026					
<b>*nothing to follow*</b>					
<b>Purpose:</b> Procurement of Janitorial services for Sto. Tomas 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

\_\_\_\_\_  
TIN

Canvassed by:

\_\_\_\_\_  
**WILMA B. LEGASPI**  
Canvasser

\_\_\_\_\_  
Date / Telephone No.