



**Republic of the Philippines**  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY  
STO. TOMAS ELEMENTARY SCHOOL  
APUGAN, STO. TOMAS CENTRAL, BAGUIO CITY

**\*\*Regular MOOE (January 2026)**

**REQUEST FOR QUOTATION**

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

Supplier:  Requesting Unit: **Sto. Tomas Elementary School**  
Address:  PR No.: **2025-12-040**  
Telephone No.:  Quotation No.: **2025-12-040**  
e-Mail:  Date: **December 26, 2025**  
Date received by the Supplier:  ABC: **222,000.00**

Please quote your lowest price on the item/s listed, subject to the General Conditions below, stating the shortest delivery time and submit your quotation in a sealed envelope duly signed by your representative no later than \_\_\_\_\_.

**ROWENA P. DOUGYAYON**

Chairperson, Bids and Awards Committee

**REQUIREMENTS:**

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Omnibus Sworn Statement
4. Income/Business Tax Return

**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 \_\_\_\_\_ 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	Utility Worker <b>Contract Period:</b> January 16, 2026 to December 31, 2026 <b>Schedule of Duty:</b> Mondays to Fridays including legal and special holidays <b>Duty Hours:</b> 8:00AM-5:00PM <b>Utility worker must:</b> a. have atleast 2 years experience b. maintain a logbook c. be visible at all times d. adhere to policies of the school e. preferable female <b>NOTE:</b> <b>Manpower Service Provider for Janitorial Services must:</b> a. submit monthly proof of remittances/payment of SSS, Philhealth and PAG-IBIG of Security Guards b. submit a utility plan from January 16 to December 31, 2026		
<b>****nothing follows****</b>					
<b>TOTAL</b>					

Purpose: Procurement of Janitorial services for Sto. Tomas Elementary School for CY 2026..

After carefully reading and accepting your General Conditions, I/We quote you on the item at the price noted above.

Canvassed by: \_\_\_\_\_

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

\_\_\_\_\_  
TIN

\_\_\_\_\_  
Date/Telephone Number



**Sto. Tomas Elementary School**  
**Address:** Apugan, Sto. Tomas Central, Baguio City  
**Email Address:** stesbaguio@gmail.com/136391@deped.gov.ph  
**Facebook Page:** DepEd Tayo Sto. Tomas ES