



Republic of the Philippines  
**Department of Education**  
**CORDILLERA ADMINISTRATIVE REGION**  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**BAGUIO CENTRAL SCHOOL**

MOOE Fund

**REQUEST FOR QUOTATION**

Company/Supplier/Store:

Address:

Telephone No.:

e-Mail:

TIN:

PR No.: 2026-01-002

Quotation No.: 2026-01-002

Date: December 29, 2025

ABC: Php **739,800.00**

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

*CGMS*  
**CARINA G. WALSIYEN**

Chairperson, Bids and Awards Committee

<b>REQUIREMENTS:</b> 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)	<b>Note:</b> <input checked="" type="checkbox"/> Submit RFQ together with the requirements. <input checked="" type="checkbox"/> All entries must be typewritten or legibly written. <input checked="" type="checkbox"/> Delivery period on or before <b>JAN 01-DEC 31, 2026</b> . <input checked="" type="checkbox"/> Price validity shall be for a period of <b>30 Calendar Days</b> .
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Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	3	pax	Manpower/ Janitorial Services: Morning Shift  Shift: 8AM - 5PM  Contract Period: January 01 - December 31, 2026  Schedule of Duty: Monday to Friday including legal and special holidays, class and work suspensions, and weekends (on rotation) including scheduled school activities.  Janitor/ Utility must have: a. wear proper uniform b. experienced in school set-up is an advantage c. shall coordinate with the School Administrators for reports and/ or observations d. must be visible at all time and conducts spot check within area of assignment e. shall be also given other tasks but not limited to cleaning, maintenance, and gardening when needed f. must adhere to the policies of the school  <b>Note:</b> Manpower/ Janitorial agency must submit the following: a. proof of monthly remittances (payment to SSS, PhilHealth, and PAG-IBIG of the security guard) b. Certificate of No Pending Case from DOLE c. submit a schedule of leave of employees atleast 3 days prior availment to ensure staffing		
<b>TOTAL</b>					

Purpose: Procurement of Janitorial Services for Baguio Central School for CY 2026.

Additional Note: 1. Supplier shall deliver the items to the school within the delivery period.

2. Bidders may submit their quotations through email: [baguiocentralschool@gmail.com](mailto:baguiocentralschool@gmail.com)

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

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Signature over Printed Name / Date

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Tin

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Tel. No./ Cellphone No.

Canvassed by:

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Canvasser