



REQUEST FOR QUOTATION

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

Supplier: _____
Address: _____
Telephone No.: _____
e-Mail: _____
Date received by the Supplier: _____

Requesting Unit: JHS Department
PR No.: J2025-12-063
Quotation No.: RFQ 2025-12-063
Date: December 26, 2025
ABC: Php 1,042,800.00

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 January 12, 2026.

Aurea Daweng
AUREA D. DAWENG

Chairman, Bids and Awards Committee

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 5 Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Item	Qty.	Unit	Item Description	Unit Price	Total Price
			Procurement of Janitorial Services		
			-works 6 days a week (with 1 day off per week); 8:00 am - 5:00 pm		
1	3	pax	Requirements:		
			a. Adherence to school policy		
			b. Always available when needed		
			c. With basic skills in cleaning and gardening		
			* Willing to pay daily wage of 505 basic plus 75 allowance or more, with SSS, PHIC and HDMF contributions, premiums, double pay and 13th month pay in adherence to DOLE guidelines		
2	1	pax	Additional Requirement:		
			a. With driving, welding, carpentry, masonry and painting skills		
			* Willing to pay daily wage of 505 basic plus 125 allowance or more, with SSS, PHIC and HDMF contributions, premiums, double pay and 13th month pay in adherence to DOLE guidelines		
			** Contract starts upon signing of Purchase Order until December 31, 2026		
			** Willing to absorb the School's previous job order utility personnel		
			nothing follows		
Purpose: Janitorial services for the school for CY 2026					



Department of Education
Cordillera Administrative Region
BAGUIO CITY NATIONAL SCIENCE HIGH SCHOOL
Purok 12, Irisan, Baguio City



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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

Date/Telephone No.

Canvassed by: _____



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