



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
 District II
HAPPY HOLLOW ELEMENTARY SCHOOL

REQUEST FOR QUOTATION

Revised on: May 24, 2004
 Standard Form Title: Request for Quotation (RFQ)

Supplier:

Address:

Telephone No.:

E-Mail:

Date received by the Supplier:

Requesting Unit: **HHES**

PR No.: **2026-01-003**

Quotation No.: **2026-01-003**

Date: **January 5, 2026**

ABC: **PhP 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 **January 12, 2026**.

PRESCILLA M. SARO

Bids and Awards Committee Chairperson

REQUIREMENTS:	NOTE:
<ol style="list-style-type: none"> 1. Mayor's / Business permit 2. PhilGEPS registration number or certificate 3. Income/Business Tax Return 4. Omnibus Sworn Statement 	<ul style="list-style-type: none"> ✓ 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 Working Days. ✓ Price validity shall be for a period of 30 Calendar Days. ✓ To be delivered at Happy Hollow Elementary School, Purok 1, Happy Hollow, Baguio City

Item No.	Qty	Unit	Item Description	Unit Price	Total Price
1	1	pax	Janitorial Services (January - December 2026) Schedule of Duty: Mondays to Fridays including legal and special holidays from 07:30 am to 04:30 pm. <i>Note: Must report on weekends and holidays, when needed.</i> Duties: 1. Undertake the responsibility of maintaining the cleanliness of the school grounds, offices, and premises from 7:30 am to 4:30 pm. 2. Assist in planting and sustaining the gardens by regularly watering the plants and keeping the plants properly trimmed. 3. Sustain continuous beautification by planting flowers and vegetables. 4. Keep comfort rooms clean at all time. 5. Assist in the collection and proper disposal of garbage. 6. Run errands on related school and/or other school related activities. 7. Render service whenever there are school activities. 8. Report untoward incidents/situations immediately to the School Head for appropriate actions.		



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		Manpower Service Provider for Janitorial Service must: 1. Submit monthly proof of remittances or payments of SSS, PhilHealth, and PAG-IBIG. 2. Submit Utility Plan from January to December 2026.		
			Total	
Purpose: Provision of Janitorial Services to maintain school facilities and promote safe and healthy learning environment for Happy Hollow Elementary School.				

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

Signature over Printed Name

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Date/Telephone No.

Canvassed by: