Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF BAGUIO CITY
GIBRALTAR ELEMENTARY SCHOOL
Purok 5, Gibraltar Barangay, Baguio City

REQUEST FOR QUOTATION

Supplier:
Address:
Telephone No.:
E-mail Address:
Date received by Supplier:

Requesting Unit: **GIBRALTAR ELEMENTARY SCHOOL**
PR. No.: **2026-01-01**
Quotation No.: **2025-01-01**
Date: **January 9, 2026**
ABC: ***₱ 240,000.00***

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 14, 2026

PRINCESS M. PEREZ
School 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 7 Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pax	Janitorial Services			
		Contract Period:			
		January 2026 - December 2026			
		Schedule of duty:			
		Mondays to Fridays, 8:00 AM to 5:00 PM			
		including legal and special holidays, class and			
		work suspensions and weekends, as necessary			
		Utility Worker must:			
		a. wear proper attire at all times			
		b. have at least 2 years of experience			
		c. adhere to the policies of the school			
		d. perform assigned duties in addition to cleaning and			
		maintenance tasks, as needed			
		Note:			
		Agency must submit the following:			
		a. Proof of monthly remittances (payment to SSS,			
		PhilHealth, PAG-IBIG, etc.) of the utility worker			
		b. Certificate of No Pending Case from DOLE			
		TOTAL			
Purpose:	Procurement of Janitorial Services for Calendar Year 2026				

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

Canvassed by:

Signature over Printed Name

Tin Number

Date/Telephone No.