



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 SCHOOLS DIVISION OF BAGUIO CITY
 SAN VICENTE NATIONAL HIGH SCHOOL
 San Vicente, Baguio City

REQUEST FOR QUOTATION

Company/Supplier/Store: _____
 Address: _____
 Telephone No.: _____
 e-Mail: _____
 TIN: _____

PR No.: **2026-01-002**
 Quotation No.: **2026-01-002**
 Date: **January 12, 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 19, 2026 2pm.

WALTER B. SPOD

Chairperson, Bids and Awards Committee

REQUIREMENTS:

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)

Note:

- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ Delivery period within _____ Calendar Days.
- ✓ Price validity shall be for a period of _____ Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	1	Pax	Janitorial Services		
			Contract Period: January 26 – December 31, 2026		
			Schedule of duty: Monday to Saturday, 6:00 AM to 3:00 PM including legal and special holidays, class and work suspensions with one (1) day off per week (Sunday)		
			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 13 th month pay in adherence to DOLE guidelines		
			**Willing to absorb the school's previous Contract of Service utility personnel		
			nothing follows		
TOTAL					
Purpose: Procurement of Security Services for San Vicente National High School					



Address: San Vicente, Baguio City
Contact Number: (074) 442-4562
Email Address: 305278@deped.gov.ph / svnationalhighschool@gmail.com
Facebook Page: DepEd Tayo San Vicente National High School



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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 of Supplier



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