



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OF BAGUIO CITY
MAGSAYSAY ELEMENTARY SCHOOL

REQUEST FOR QUOTATION

Company/Supplier/Store: _____
 Address: _____
 Telephone No.: _____
 e-Mail: _____
 TIN: _____
 Date received by the Supplier: _____

PR No.: 2026-01-002
 Requesting Unit: MES
Quotation No.: 2026 -01 -002
 Date: 01/07/2026
 ABC: ₱ **242,000.00**


JULIE B. ESTORO
 Chairperson, Bids and Awards Committee

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**.

REQUIREMENTS:	Note:
1. Mayor's / Business permit	✓ Submit RFQ together with the requirements. / Delivery period within __ Calendar Days.
2. PhilGEPS registration number or certificate	✓ Indicate brand and model of item offered.
3. Income/ Business Tax Return	✓ Price validity shall be for a period of <u>30</u> Calendar Days.
4. Omnibus Sworn Statement	✓ All entries must be typewritten or legibly written.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	1	pax	Janitorial Services- February 1, 2026 to December 31, 2026		
			Duty Hours: 8:00 AM to 5:00 PM		
			Schedule of Duty: Monday to Friday		
			-including legal and special holidays, class and work suspensions and weekends, as necessary		
			Utility Worker must:		
			a. have atleast 2 years experience		
			b. adhere to policies of the school		
			c. be visible at all times		
			d. preferably female		
			Agency must submit the following:		
			a. Proof of monthly remittances		
			-Payment to SSS, Philhealth, and Pag-ibig of the utility personnel		
			b. Certificate of No pending case from DOLE		
			<i>*nothing follows*</i>		
				TOTAL	

Purpose: Procurement of Janitorial Services for Calendar Year 2026
 Additional Note: 1. Supplier shall deliver the items to the school within the delivery period.

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

 Tel. No./ Cellphone No.

Canvassed by:

STANLEY N. ARAGON
 Administrative Aide III