



Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
 SCHOOLS DIVISION OF BAGUIO CITY  
 DISTRICT 6  
 JOSEFA CARIÑO ELEMENTARY SCHOOL

**REQUEST FOR QUOTATION**

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

Supplier: \_\_\_\_\_ Requesting Unit: **JOSEFA CARIÑO ES**  
 Address: \_\_\_\_\_ PR No.: 2026-01-001  
 Telephone No.: \_\_\_\_\_ Quotation No.: 2026-01-001  
 e-Mail: \_\_\_\_\_ Date: January 6, 2026  
 Date received by the Supplier: \_\_\_\_\_ ABC: **Php 246,600.00**

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**.

*Rosario*

**ROSARIO R. CAWILAN**  
 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.
- ✓ Indicate brand and model of item offered.
- ✓ Delivery period: January 19-December 31, 2026
- ✓ Price validity shall be for a period of **30** Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	1	pax	<p><b>Manpower/ Janitorial Services: Morning Shift</b></p> <p>Contract Period: January 19, 2026 to December 31, 2026</p> <p>Schedule of Duty: Mondays to Fridays including legal and special holidays, class and work suspensions, and weekends, as necessary</p> <p>Duty Hours: 8:00 AM to 5:00 PM</p> <p>Janitor/ Utility Personnel must:</p> <ol style="list-style-type: none"> <li>a. wear proper attire at all times</li> <li>b. coordinate with the School Administrators regarding work reports, observations, and task assignments</li> <li>c. perform assigned duties in addition to cleaning and maintenance, as needed</li> <li>d. adhere to the policies of the school</li> </ol>		



**Address:** F. Yandoc St., Baguio City  
**Telephone No.:** (074) 442-3149  
**E-mail:** josefacarinoelemschool@gmail.com/ 136385@deped.gov.ph  
**Facebook Page:** DepEd Tayo Josefa Cariño ES



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			Note: 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 c. Submit a schedule of leave of employees at least 3 days prior availment to ensure staffing		
			<b>~NOTHING FOLLOWS~</b>		
				<b>TOTAL</b>	

**Purpose:** Procurement of Janitorial Services for Josefa Cariño Elementary School for CY 2026.

**Additional Notes:**

1. Supplier shall deliver the item to the school within the delivery period.
2. Supplier can attach picture or indicate brand of the offered item.
3. Bidders may submit their quotations through email: **136385@deped.gov.ph**

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:

\_\_\_\_\_  
Canvasser



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