



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

**REQUEST FOR QUOTATION**

<b>Supplier:</b>	_____	<b>Requesting Unit:</b>	MABINI ELEMENTARY SCHOOL
<b>Address:</b>	_____	<b>PR No.:</b>	2026-01-001
<b>Tel. #:</b>	_____	<b>Quotation No.:</b>	2026-01-001
<b>e-Mail:</b>	_____	<b>Date:</b>	January 5, 2026
Date Received by the Supplier:	_____	<b>ABC:</b>	<b>₱102,000.00</b>

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 9, 2026**.

**SAMUEL P. LACHICA**

Bids and Awards Committee Chairperson

**Requirements:**

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Income Business Tax Return (for ABC above 500,000.00)
4. Omnibus Sworn Statement (for ABC above 50,000.00)

**Note:**

- Submit RFQ together with the requirements
- All entries must be typewritten or legibly written
- Delivery period within \_\_\_\_\_ Calendar days
- Price validity shall be period of 30 days.**

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	6	month	UTILITY PERSONNEL Contract period: January 19, 2026 to June 19, 2026 (6months contract) Schedule of duty: Mondays to Fridays including Holidays Duty Hours: 7:00am to 4:00am		
			***Nothing Follows***		
<b>TOTAL:</b>					
<b>Purpose:</b>		<b>for the utility services of school</b>			

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

\_\_\_\_\_  
**Signature over Printed Name**

\_\_\_\_\_  
**TIN #**

canvassed by:  
 \_\_\_\_\_