



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF BAGUIO CITY**  
**CRYSTAL CAVE INTEGRATED SCHOOL**

**\*\*Regular MOOE (January 2026)**

**REQUEST FOR QUOTATION**

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

Supplier: Requesting Unit: **Crystal Cave Integrated School**  
 Address: PR No.: **2026-01-001**  
 Telephone No.: Quotation No.: **2026-01-001**  
 e-Mail: Date: **January 9, 2026**  
 Date received by the Supplier: ABC: **207,000.00**

Please quote your lowest price on the item/s listed, subject to the General Conditions below, stating the shortest delivery time and submit your quotation in a sealed envelope duly signed by your representative no later than **January 30, 2026 @5pm.**

**MAYADY C. GAO-AN**  
 Chairperson, Bids and Awards Committee

**REQUIREMENTS:**

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Omnibus Sworn Statement
4. Income/Business Tax Return

**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 \_\_\_\_ Calendar Days.
- / Price validity shall be for a period of 30 Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	1	pax	Utility Workers <b>Contract Period:</b> January 1, 2026 to December 31, 2026 <b>Schedule of Duty:</b> Mondays to Fridays including legal and special holidays <b>Duty Hours:</b> 7:30AM-4:30PM <b>Utility workers must:</b> c. have atleast 2 years experience d. maintain a logbook e. be visible at all times f. adhere to policies of the school g. preferable female <b>NOTE:</b> <b>Manpower Service Provider for Janitorial Services must:</b> a. submit monthly proof of remittances/payment of SSS, Philhealth and PAG-IBIG of Security Guards b. submit a utility plan from January 1 to December 31, 2026  <b>***nothing follows***</b>		
<b>TOTAL</b>					
Purpose: Procurement of Janitorial services for Crystal Cave Integrated School for CY 2026..					

After carefully reading and accepting your General Conditions, I/We quote you on the item at the price noted above.

Canvassed by: \_\_\_\_\_

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

\_\_\_\_\_  
 TIN

\_\_\_\_\_  
 Date/Telephone Number



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