



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 Schools Division of Baguio City
PINSAO ELEMENTARY SCHOOL

REQUEST FOR QUOTATION

Standard Form No.: SF-GOOD-60 Revised on May 24, 2004

Standard Form Title: Request for Quotation

Supplier: _____

Address: _____

Telephone No.: _____

E-mail Address: _____

Date received by the Supplier: _____

Requesting Unit: **PINSAO ELEMENTARY SCHOOL**

PR No.: 2026-03-12

Quotation No.: 2026-03-08

Date: March 17, 2026

ABC: **Php 137,449.12**

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 **5:00pm of March 19, 2026**.

BEVERLY G. LENGWA
 Bids and Awards Committee Chairman

REQUIREMENTS:

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

Note:

- Submit RFQ together with the requirements.
- Entries must be typewritten or legibly written.
- Indicate brand and model of item offered.
- Delivery period within 7 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 PERSONNEL May 2026 to December 2026 8 hours duty; 7:00am to 4:00pm Mondays to Fridays including legal and special holidays Utility Personnel must be: a. Visible at all times b. Adhere to the policies of the school c. Preferably female who have the knowledge and experience on Cleaning, Sanitation and Grounds Maintenance Agency must have the following: a. Utility Plan (May 2026 to Dec 2026) b. Proof of monthly remittances/payment of SSS, PhilHealth and Pag-ibig of the personnel)		
			TOTAL		

Purpose: Procurement of Janitorial Services for Pinsao ES for CY 2026

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

Additional Notes:

1. Bidders may submit their quotations through our email at pinsaoelementary@gmail.com.

Canvassed by: _____

 Signature over Printed Name

 TIN

 Date/ Telephone No.