



Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
 SCHOOLS DIVISION OF BAGUIO CITY  
 Brookspoint Elementary School

**REQUEST FOR QUOTATION**

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

Supplier: \_\_\_\_\_ Requesting Unit: Brookspoint Elementary School  
 Address: \_\_\_\_\_ PR No.: **2026-05-002**  
 Telephone No.: \_\_\_\_\_ Quotation No.: 2026-05-002  
 e-Mail: \_\_\_\_\_ Date: May 4, 2026  
 Date received by the Supplier: \_\_\_\_\_ **ABC: ₱ 119,700.00**

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 May 7, 2026.

**NIEVES DOMAY YANGYANG-TORIBIO**  
 BAC Chairperson

**Requirements**

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

**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 5 Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Day

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	1	pax	Janitorial Services- June 1, 2026 to December 2026		
			Schedule of Duty: Mondays to Fridays, 8:00 AM to 5:00 PM		
			including legal and special holidays, class and work suspensions amd weekends, as necessary		
			Utility Personnel must:		
			a. preferably male		
			b. perform assigned duties in addition to cleaning and maintenance tasks, as needed		
			c. adhere to policies of the school		
			d. wear proper attire at all times		
			Note:		
			Agency must submit the following:		
			a. proof of monthly remittances (payment to SSS, PhilHealth, PAG-IBIG, etc.) of the utility worker		
			b. Certificate of no Pending Case From DOLE		
				<b>TOTAL</b>	
<b>Purpose:</b> Procurement of Janitorial Services for June to December 2026					



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

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*Signature over Printed Name*

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*Tin No.*

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*Date/Telephone No.*

Canvassed by:

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**RICK JOHN T. QUIDMAS**  
Teacher I