



Republic of the Philippines
Department of Education
Cordillera Administrative Region
PINES CITY NATIONAL HIGH SCHOOL
Palma Street, Baguio City



REQUEST FOR QUOTATION

Supplier: _____ Requesting Unit: ADMINISTRATION
Address: _____ PR No. JHS 2026-01-02
Telephone No. : _____ Quotation No.: JHS2026-01-02
E-mail: _____ Date: 01/07/2026
Date received by the Supplier: _____ ABC: Php246,600.00

Sir/Madam:

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 14, 2026 at 9:00AM.

RQMTS.:

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- 1) Mayors Business Permit
- 2) Valid PHILGEPS membership Certificate
- 3)Omnibus Sworn Statement if above Php50,000.00
- 4)Income/Business Tax Return Php500,000.00 and above

Note: * Submit RFQ together with the requirements

- * All entries must be typewritten/or legibly written
- * Indicate brand and model of items offered
- * Delivery period within 30 Calendar days
- * Price validity shall be for a period of 30 calendar days

JEANY C. DUPO
Head Teacher VI
Vice Chairman, BAC

Pls Submit RFQ together with the requirements

Item	QTY	Unit	Commodity/Article & Description	Unit Price	Total Price
1	1	pax	<p>Procurement of Janitorial Services (January to December 2026)</p> <p>Schedule of Duty: Mondays to Fridays including legal and special holidays from 7:30am to 4:30pm</p> <p>Note: Must report on weekends and holidays, as needed</p> <p>DUTIES:</p> <ol style="list-style-type: none"> 1. Undertake the responsibility of maintaining the cleanliness of the school grounds, offices and premises; 2. Assist in planting and sustaining the beautification of the school by regularly watering and keeping the plants properly trimmed and weeded; 3. Sustain continuous cleanliness of comfort rooms and lavatories in assigned areas at all times; 4. Run errands on related school and/or other school activities; 5. Attend meetings, seminars, conferences when called for. 6. Report untoward incidents/situations immediately to school authorities for proper actions. <p>MANPOWER SERVICE PROVIDER MUST:</p> <ol style="list-style-type: none"> 1. Submit monthly proof of remittances for SSS, PHIC and Pag-IBIG contribution for Employer and Employee share; 2. Submit Utility Plan for the year (Jan-Dec. 2026) 		

Purpose: Janitorial Services to help maintain and upkeep sanitation of the school premises.

The Principal

Pines City National High School

Baguio City

Madam:

My prices are stated herein above and that the articles/services are available in my stock and could be delivered within _____ days upon receipt of the duly approved PURCHASED ORDER and/or AWARD.

Very truly yours,

VAT/Non-VAT No. _____
LBP Acct. No. _____
Branch: _____