



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.:**

- RQMTS:** 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	<b>Procurement of Janitorial Services (January to December 2026)</b> Schedule of Duty: Mondays to Fridays including leap and special holidays from 7:30am to 4:30pm Note: Must report on weekends and holidays, as needed <b>DUTIES:</b> 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. <b>MANPOWER SERVICE PROVIDER MUST:</b> 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: \_\_\_\_\_