



**REQUEST FOR QUOTATION**

Name of Establishment: \_\_\_\_\_  
 Address: \_\_\_\_\_

Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the general condition below stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **18 May 2022** in the returned envelope attached herewith:

**ENGR. GIRME M. BAYUCAN**

Chairman, Regional Bids and Awards Committee

Qty.	UOM		Approved Budget for the Contract	Bid Amount	
				PER UNIT	TOTAL
<b>PROCUREMENT OF JANITORIAL SERVICES FOR THE PHILIPPINE STATISTICS AUTHORITY REGIONAL STATISTICAL SERVICES OFFICE 02 AND PROVINCIAL STATISTICS OFFICES</b>					
6	months	Janitorial Services for the period of July-December 2022 (6 months, 1 pax) for RO	<b>Php783,382.64</b>		
7	months	Janitorial Services for the period of June-December 2022 (7 months, 6 pax) for RO and PSO			
		Working Days/Time and Number of Hours			
		Monday-Friday (7am-6pm, 10 hours/day) Saturday (7am-4pm, 8 hours)			

**TOTAL** \_\_\_\_\_

- Note:
- Bids received in excess of the ABC shall be automatically rejected at bid opening. Also, late bids shall not be accepted.
  - Bidding will be conducted through Negotiable Procurement - Small Value Procurement.
  - Delivery of the GOODS/Janitorial Services shall be made by the Janitorial Services Agency on monthly basis starting upon receipt of Notice to Proceed until 31 December 2022.
  - The Agency on a monthly basis shall bill the Procuring Entity and attach the following documents thereto:
    - original and four (4) copies of the Monthly Deployment Report (MDR) duly accomplished by the Janitorial Services Agency at the end of each month stating the names of the guards and supervisors, salary rates and actual attendance.
    - proof of remittance of premiums to SSS, Philhealth and PAG-IBIG for the benefit of the janitors at the end of each month; and
    - Certificate of prompt payment of salaries of janitors.
  - Prices inclusive of VAT.

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

\_\_\_\_\_  
 Printed Name/Signature

\_\_\_\_\_  
 Tel. No./Cellphone No.

\_\_\_\_\_  
 Date

**PILAR Q. ADARME**  
 Canvasser