



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGIONAL OFFICE IV-A (CALABARZON)

**REQUEST FOR QUOTATION**

Project Reference Number : PPMP-2025-003  
Project Name : Janitorial Services  
Project Location : DBM RO IV-A

Date: January 6, 2025

Quotation No.: DBMROIVA-2025-003

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*Company Name*

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*Address*

Please quote your **best offer** on the item/s listed below, subject to the General Conditions on this page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **January 15, 2025**.

  
**JACQUELINE B. LUDOVICE**  
*Chairperson*  
*Bids and Awards Committee*

**CONDITIONS:**

1. All entries must be typewritten;
2. Delivery period within 7 calendar days;
3. Warranty shall be for a period of six (6) months for supplies and materials and one (1) year for equipment from date of acceptance by the procuring entity;
4. Price validity shall be for a period of 30 calendar days;
5. PhilGEPS Registration Certificate shall be attached upon submission of the quotation;

6. Bidders shall submit original brochures showing certifications of the product being offered.
7. The procuring entity reserves the right to reject any and all quotations or not to award the contract for any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the government,
8. Payment shall be made promptly, but in no case later than sixty (60) calendar days, through Land Bank of the Philippines' LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.

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**Sir/Madam:**

After having carefully read and accepted the terms and conditions stated in this page, hereunder is our quotation for the item/s as follows:

Item	Description	Quantity	Bidder's Statement of Compliance	Unit Cost	Total Cost
A.	<b>Janitorial Services</b> - Provision of 2 janitorial attendants  - Janitorial attendants will perform daily upkeep and maintenance of the Office in 2 shifts from 7am-4pm and 9am-6pm, Monday to Saturday  - Daily maintenance work shall include sweeping, mopping, waxing/polishing of floors, disposal of trash, wiping windows, tables and chairs, other office furniture and equipment, etc.  - Perform miscellaneous service whenever required  - Provide the necessary equipment and supplies that would be needed in the daily maintenance work of the janitors such as floor polisher, vacuum cleaner, etc.	1 lot			

	- Contract is from January to December  Approved Budget for the Contract: <b>P 600,000.00</b>				
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*\*The above quoted price is inclusive of all costs and applicable taxes.*

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Printed Name/Signature

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Position/Designation

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Office Telephone No. / Email Address

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Date