


Republic of the Philippines
 DEPARTMENT OF SCIENCE AND TECHNOLOGY
 Caraga Regional Office No. 13
 CSU Campus, Ampayon, Butuan City
 Tel. # (085) 342-5345, Fax #: 342-5684
 Email address: dostcaraga@yahoo.com

REQUEST FOR QUOTATION

Company Name: _____ Date: 1/10/2020
 Address: _____ Quotation#: 001-2020

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the return envelope attached herewith.


IMELDA S. MEZO
 Chief Admin. Officer

Item No.	Item & Description	QTY.	UNIT OF MEASURE	UNIT PRICE
1	JANITORIAL SERVICES for CY 2020 of DOST Caraga Regional Office	1	LOT	
	Duration: January to December 2020			
	UNIT OF ASSIGNMENT: (3 personnel)			
	1 utility personnel - ORD			
	1 utility personnel - RSTL			
	1 utility personnel - DOST CARAGA			
	Functions:			
	*Conduct cleaning at the office of the Regional Director/ various division offices			
	*Wash laboratory glasswares			
	*Serves coffee/drinks and snacks to guests/visitors			
	*Maintains proper arrangement of office decorations and flowers (including all division offices)			
	*Assists in the answering of telephone calls			
	*Maintains cleanliness/orderliness of the office			
	*Assists DOST Caraga personnel whenever necessary			
	See attached Cost Distribution Schedule			
	Additional Set of Technical Parameters for Janitorial Services:			
	1. Stability			
	(a) Years of Experience			
	(b) Liquidity of the Contractor			
	(c) Organizational Set-up			
	2. Resources			
	(a) No. and Kind of Equipment and Supplies			
	(b) No. of janitors and supervisors			
	3. Housekeeping Plan			
	4. Other Factors			
	(a) Recruitment and Selection Criteria			
	(b) Completeness of Uniforms and Other Paraphernalia			
	Purpose: Hiring of utility staff for DOST Caraga Regional Office for CY 2020.			
	PR#: 2020-01-001			

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

 Printed Name/Signature of Supplier

 Contact Number

 Date