



The Administrative Unit of Philippine Fiber Industry Development Authority Regional Office XIII (PhilFIDA RO XIII) had requested for Janitorial Services under Purchase Request Number 25-01-033 dated January 30, 2025. Thus, the PhilFIDA RO XIII, thru its Bids and Awards Committee (BAC) invites all suppliers and distributors to send their sealed bids/quotations, within seven (7) days from publication hereof, for the item enumerated below:

### REQUEST FOR QUOTATION

Item No.	Name of Project	Approved Budget (P)
<b>1</b>	<b>Janitorial services for year 2025-2026</b>	<b>194,861.17</b>
	<b>TOTAL</b>	<b>194,861.17</b>

Please quote your best offer for the item(s) listed. Submit your sealed quotation duly signed by you or your duly authorized representative not later than **9:00 AM of March 5, 2025**. Award of contract shall be made to the lowest quotation which complies with the minimum description as stated in RFQ. A clear copy of your 2025 Mayor/Business Permit, Philgeps Certificate/Registration and BIR Certificate of Registration (2303) are also required to be submitted along with your sealed quotation. Quotation can be submitted manually at the address indicated below or emailed to [philfidacaraga@gmail.com](mailto:philfidacaraga@gmail.com) / [robutuan@philfida.da.gov.ph](mailto:robutuan@philfida.da.gov.ph).

Philippine Fiber Industry Development Authority  
P1A, Pigdaulan, Butuan City

For clarification, you may contact Mr. Asheven A. Valmoria, BAC Secretariat at cellphone number 0930-038-6918/0992-511-5034.

**MARNELLI F. RACSA**  
Chairperson, BAC  
Date: 02/26/2025



**INSTRUCTIONS:**

1. Accomplish this RFQ correctly and accurately
2. Do not alter the contents of this form in any way
3. Technical specification with asterisk (\*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation
4. Failure to follow these instructions will disqualify your entire quotation

PR Number: 25-01-033

Date:

**MARNELLI F. RACSA**

Chairperson, Bidding and Awards Committee  
 PhilFIDA Regional Office XIII  
 P1A, Pigdaulan Butuan City

Sir,

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

Item Number	Name of Project	Contract Cost (P)
<b>1</b>	<b>Janitorial services for year 2025-2026</b>	
Total Amount*		
Amount in Words: *		

The above quoted prices are inclusive of all costs and applicable taxes. Prices indicated are valid until \_\_\_\_\_.

Very truly yours,

\_\_\_\_\_\*  
 Name and Signature of Representative

\_\_\_\_\_\*  
 Name of Company

\_\_\_\_\_\*  
 Address

\_\_\_\_\_\*  
 Contact Number