



Republic of the Philippines
Department of Education
 REGION IV- A CALABARZON
 CITY SCHOOLS DIVISION OF CITY OF TAYABAS

REQUEST FOR QUOTATION (RFQ)

Name of Company	Date: January 23, 2025
	RFQ No.: 2025-01-007
	PR No.: 2025-01-0007
	ABC: P 72,800.00
Complete Company Address	PHILGEPS Ref. No.: 11702716

To Whom It May Concern:

Please quote your lowest price/s on the lot or item/s below, subject to General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than **February 3, 2025** at **9:00 am** to the address listed above.

GENERAL CONDITIONS

- All entries must be typewritten and legible;
- Bidders must submit the following eligibility requirements:
 - PHILGEPS Registration Certificate
 - DTI or SEC
 - Mayor's/Business Permit
 - Income/Business Tax Clearance
- Place this RFQ in a sealed envelope and type the following details on the face of the envelope:

Your Company Name
RFQ No.: 2025-01-007
PR No.: 2025-01-0007
PHILGEPS Reference No.:

- Delivery period must be at least within **seven (7) calendar days** upon receipt of the **Notice of Award** (indicated the days of delivery in the Bidder's Certificate)
- Item/s delivered must have **warranties** for unit replacements, parts, labor or other services;
- Price validity shall be for a period of three (3) months;
- Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
- Transaction with City School Division of Tayabas shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
- Failure to comply with these conditions shall mean disqualification of your bid proposal.

HERBERT D. PEREZ
 BAC Chairperson

PLEASE QUOTE: PER LOT / PER ITEM				SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX			
ITEM NO.	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY.	UNIT	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL (Indicate Brand/ Model Offer)	
				Unit Price	Total Price	Yes	No
1	QUARTER 1 AM SNACKS Fries, pizza fresh buko juice	26	pax				
2	LUNCH Rice, chicken BBQ, pinakbet, fried tilapia, molo soup, ube halaya, calamansi juice	26	pax				
3	PM SNACKS Mamon, saging con yelo, lemon with cucumber juice	26	pax				
4	QUARTER 2 AM SNACKS Canton sotanghon, shanghai, lemonade juice	26	pax				
5	LUNCH Rice, ginataang tilapia, sisig bangus, steamed mixed veggies, mushroom soup, fruit cocktail salad, pineapple juice	26	pax				
6	PM SNACKS Cheese cake, onion rings, four seasons canned	26	pax				



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				Unit Price	Total Price	Yes	No
7	QUARTER 3 AM SNACKS Palabok, empanada, lemon cucumber juice	26	pax				
8	LUNCH Rice, chicken cordon bleu, ginataang kalabasa at sitaw, chicken strips, corn soup, buko pandan salad, pineapple juice	26	pax				
9	PM SNACKS Clubhouse sandwich, canned calamansi juice	26	pax				
10	QUARTER 4 AM SNACKS Sopas with egg, lumpiang gulay, lemon cucumber juice	26	pax				
11	LUNCH Rice, chicken tinola, fish fillet, buttered veggies, buko halo-halo, calamansi juice	26	pax				
12	PM SNACKS Lumpiang toge, canton sotanghon, calamansi juice	26	pax				
	Inclusions: Use of airconditioned venue, use of sound system w/ microphone, white board w/ accessories and LCD w/ screen, w/overflowing coffee w/ creamer and water, with free buffer good for 2 pax						
TOTAL							
Date of Event		Q1-Feb. 24, Q2-May 27, Q3-Aug.29, Q4-Nov.28, 2025					
Purpose		Procurement of Foods for Quarterly Division Management Review (MR) for FY 2025					

SUPPLIER/CONTRACTOR/CONSULTANTS CERTIFICATION

After having carefully read and accepted your General Conditions, I/We quote you on the item/s at price/s noted above for immediate delivery and shipment which can be made in _____ days from receipts of the Notice of Award.

CANVASSER'S CERTIFICATION

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation (RFQ) in accordance to the guidelines in securing prices for the City Schools Division of Tayabas.

Authorized Representative

Signature over Printed Name

Company Tel./Fax/Mobile No.

Company Tax Identification No. (TIN)

Date