



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

**REQUEST FOR QUOTATION (RFQ)**

_____ <b>Name of Company</b>	<b>Date:</b> <u>February 17, 2022</u> <b>RFQ No.:</b> <u>22-02-009</u> <b>PR No.:</b> <u>2022-02-0039</u> <b>ABC:</b> <u>P 103,600.00</u> <b>PHILGEPS Ref. No.:</b> <u>8446233</u>
_____ <b>Complete Company Address</b>	

**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 22, 2022 at 3:00 pm to the address listed above.

**GENERAL CONDITIONS**

1. All entries must be typewritten and legible;
2. Bidders must submit certificate of PHILGEPS Registration; or
3. Bidders must submit necessary business permits (SEC, LGU, DTL, CDA, etc.);
4. Place this RFQ in a sealed envelope and type the following details on the face of the envelope:

Your Company Name
RFQ No.:
PR No.:
PHILGEPS Reference No.:

5. 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)
6. Item/s delivered must have warranties for unit replacements, parts, labor or other services;
7. Price validity shall be for a period of three (3) months;
8. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
9. 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;
10. Failure to comply with these conditions shall mean disqualification of your bid proposal.

**ANTONIO P. FAUSTINO JR.**  
 Bac Chairman

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	Supply and Installation of 1-unit of Aluminum Glass Partition with Two Sliding Door Panels (2.2m x 2.1m) and 2-units of Aluminum Glass Partition with Four (4) Fixed Panels in 4.45cm x 7.5cm tubular frame	3	unit / panel				
<b>TOTAL</b>							
Date of Event		N/A					
Purpose		SUPPLY AND INSTALLATION OF TWO (2) UNIT FIXED GLASS PARTITION AND ONE (1) UNIT SLIDING GLASS DOOR FOR SDO MAIN BUILDING 3RD FLOOR					

**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.

<b>CANVASSER'S CERTIFICATION</b>  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
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_____
Signature over Printed Name
_____
Company Tel./Fax/Mobile No.
_____
Company Tax Identification No. (TIN)
_____
Date

