



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

REQUEST FOR QUOTATION (RFQ)

_____ Name of Company	Date: <u>February 22, 2022</u> RFQ No.: <u>22-02-016</u> PR No.: <u>2022-02-0050</u> ABC: <u>P 433,973.25</u> PHILGEPS Ref. No.: <u>8460443</u>
_____ Complete Company Address	

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 March 1, 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.:

CONRADO C. GABARDA
 BAC Vice-Chairperson

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.

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	Paper, Multipurpose, A4, s20/70gsm, high quality	770	reams				
2	Paper, Multipurpose, long, s20/70gsm, high quality	770	reams				
3	Ink Refill Black T6641	542	bots.				
4	Sign Pen, black, 0.5 needle tip high quality	1	piece				
TOTAL							
Date of Event		N/A					
Purpose		SUPPLY AND DELIVERY OF SUPPLIES AND MATERIALS FOR FLEXIBLE LEARNING OPTIONS (FLO)					

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

