



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

**REQUEST FOR QUOTATION (RFQ)**

<div style="border-bottom: 1px solid black; margin-bottom: 10px;">Name of Company</div> <div style="border-bottom: 1px solid black;">Complete Company Address</div>	<table border="0"> <tr> <td>Date:</td> <td style="border-bottom: 1px solid black;">May 16, 2022</td> </tr> <tr> <td>RFQ No.:</td> <td style="border-bottom: 1px solid black;">2022-05-0071</td> </tr> <tr> <td>PR No.:</td> <td style="border-bottom: 1px solid black;">2022-05-0135</td> </tr> <tr> <td>ABC:</td> <td style="border-bottom: 1px solid black;">P 144,000.00</td> </tr> <tr> <td>PHILGEPS Ref. No.:</td> <td style="border-bottom: 1px solid black;">8670554</td> </tr> </table>	Date:	May 16, 2022	RFQ No.:	2022-05-0071	PR No.:	2022-05-0135	ABC:	P 144,000.00	PHILGEPS Ref. No.:	8670554
Date:	May 16, 2022										
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PR No.:	2022-05-0135										
ABC:	P 144,000.00										
PHILGEPS Ref. No.:	8670554										

**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 May 20, 2022 at 12:00 noon 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)	
FOOD				Unit Price	Total Price	Yes	No
<b>DAY 1</b>							
1	<b>BREAKFAST</b>	60	pack				
	Rice, Combeef w/potatoes, Luncheon Meet, Bioled egg, Brewed coffee						
2	<b>AM SNACKS</b>	60	pack				
	Baked mac, Butter toast, Lemon cucumber juice						
3	<b>LUNCH</b>	60	pack				
	Rice, Pork menudo, Chicken fillet, Chopsuey, Broken glass, Bottled water						
4	<b>PM SNACKS</b>	60	pack				
	Cheeseburger, Juice-in-can						
<b>DAY 2</b>							
5	<b>BREAKFAST</b>	60	pack				
	Rice, Longganisang Lucban, Spanish omelet, Hawot, Coffee						
6	<b>AM SNACKS</b>	60	pack				
	Dinuguan, Puto, Bottled water						





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FOOD				Unit Price	Total Price	Yes	No
7	<b>LUNCH</b>	60	pack				
	Rice, Baby back ribs, Chicken, Ginataang Sitaw w/ Kalabasa, Ponkan, Bottled water						
8	<b>PM SNACKS</b>	60	pack				
	Macaroni salad, Butter toast, Iced tea						
<b>DAY 3</b>							
9	<b>BREAKFAST</b>	60	pack				
	Rice, Century tuna w/ sayote, Skinless longganisa, Scrambled eggs, Broken glass						
10	<b>AM SNACKS</b>	60	pack				
	Pansit palabok, Puto pizza, Pineapple juice						
11	<b>LUNCH</b>	60	pack				
	Rice, Beef steak, Fish fillet w/ tartar dip, Buttered vegetable, Coffee jelly, Bottled water						
12	<b>PM SNACKS</b>	60	pack				
	Ham and cheese sandwich, Juice-In-Can						
	<b>Inclusion: Free use of venue, projector, speaker, microphone, water dispenser with cups, overflowing coffee, cream and sugar, buffer up to 5 pax for TWGs, service crew, strong wi-fi connection for streamyard, provision of alcohol, arrangement with physical distancing.</b>						
<b>TOTAL</b>							
Date of Event			May 25 to 27, 2022				
Purpose			RE-SKILLING OF SCHOOL HEADS FOR SCHOOL IMPROVEMENT PLAN (SIP) PREPARATIONS, SY 2022- 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.

<b><u>CANVASSER'S CERTIFICATION</u></b>
<p><i>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.</i></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Authorized Representative</p>

Signature over Printed Name
Company Tel./Fax/Mobile No.
Company Tax Identification No. (TIN)
Date

