



**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>	<b>Date:</b> _____ <b>RFQ No.:</b> <u>22-03-029</u> <b>PR No.:</b> <u>2022-03-0065</u> <b>ABC:</b> <u>P 85,200.00</u> <b>PHILGEPS Ref. No.:</b> <u>8846927</u>
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**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 July 22, 2022 at 10:00 am 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, DTI, 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.

**CONRADO C. GABARDA**  
 BAC Vice-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
	<b>DAY 1</b>						
1	<b>AM SNACKS</b>	51	pax				
	lomi, puto, bottled water						
2	<b>LUNCH</b>	51	pax				
	Ampalaya con carne, baby back ribs, fish fillet, rice, slice of fruit, crab and corn soup, Bottled water						
3	<b>PM SNACKS</b>	51	pax				
	hamburger with camote fries, orange juice in can						
	<b>DAY 2</b>						
4	<b>AM SNACKS</b>	20	pax				
	Tuna pesto, toasted garlic bread, Pineapple Juice in Can						
5	<b>LUNCH</b>	20	pax				
	lumpiang shanghai, Stir Fried Vegetables, chicken afritada, rice, sliced of fruit, molo soup, Bottled water						
6	<b>PM SNACKS</b>	20	pax				
	siopao and juice in can						





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	<b>DAY 3</b>						
7	<b>AM SNACKS</b>	51	pax				
	clubhouse sandwich with fries, pineapple juice in can						
8	<b>LUNCH</b>	51	pax				
	Fried fish, laing, Pork caldereta, rice, nido soup, banana, bottled water						
9	<b>PM SNACKS</b>	51	pax				
	empanada and blue lemonade Juice in bottle						
	<b>DAY 4</b>						
10	<b>AM SNACKS</b>	51	pax				
	clubhouse sandwich with fries, pineapple juice in can						
11	<b>LUNCH</b>	51	pax				
	bagnet kare-kare, shanghai, fish fillet, rice, crab and corn soup, banana, bottled water						
12	<b>PM SNACKS</b>	51	pax				
	ham and cheese sandwich and blue lemonade Juice in bottle						
	Inclusion: airconditioned venue for 90 pax, projector and white screen, sound system, overflowing water and coffee, buffer for 4 persons						
<b>TOTAL</b>							
Date of Event							
Purpose				Quality Management System: Quarterly Division Monitoring, Evaluation and Adjustment (DMEA) cum Program Implementation Review (PIR) 2022			

**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





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