



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

**REQUEST FOR QUOTATION (RFQ)**

<p>_____  <b>Name of Company</b></p> <p>_____  <b>Complete Company Address</b></p>	<p><b>Date:</b> <u>August 10, 2022</u></p> <p><b>RFQ No.:</b> <u>22-08-0107</u></p> <p><b>PR No.:</b> <u>2022-08-0203</u></p> <p><b>ABC:</b> <u>P 60,382.00</u></p> <p><b>PHILGEPS Ref. No.:</b> <u>8917614</u></p>
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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 August 16, 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)	
SUPPLIES				Unit Price	Total Price	Yes	No
1	<b>4-Layer Steel Filing Vertical Cabinet</b> Vertical Steel 4 Drawer Cabinet w/ lock swan-neck handle Color: Light Gray	3	pc				
2	<b>3 in 1 Inkjet Printer</b> -Print, Scan, Copy Function	1	pc				
3	<b>Ink Refill, 70 ml/bottle</b> -Black ink bottle	5	bottle				
4	<b>Yellow Ink Bottle</b>	3	bottle				
5	<b>Cyan Ink Bottle</b>	3	bottle				
6	<b>Magenta Ink Bottle</b>	3	bottle				
7	<b>Long Paper, Multi-purpose/ Ream</b> -s20/70gsm -High Quality	10	ream				
8	<b>A4 Paper, Multi-Purpose/ Ream</b> -S20/70gsm -High Quality	10	ream				
9	<b>Long Folder (White)/ Ream</b> -Thickness: 14 points	10	ream				





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ITEM NO.	ITEM DESCRIPTION <small>(Item Name &amp; Technical Specifications)</small>	QTY.	UNIT	FINANCIAL PROPOSAL <small>(Indicate the Price Offer)</small>		TECHNICAL PROPOSAL <small>(Indicate Brand/Model Offer)</small>	
SUPPLIES				Unit Price	Total Price	Yes	No
10	<b>Expanding Folder:</b> -Green (20) -Blue (20) -Red (20) -Yellow (20) -Violet (20)	100	pc				
11	<b>Sticker Paper A4</b> -10pcs/pack -Satin	5	pack				
<b>TOTAL</b>							
Date of Event			N/A				
Purpose			<b>PROCUREMENT OF COMMON OFFICE SUPPLIES FOR SBFP IMPLEMENTATION</b>				

**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



Brgy. Potol, Tayabas City  
 (042) 710-0329 or (042) 785-9615

tayabas.city@deped.gov.ph  
<https://depedtayabas.com/>