



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>	<div style="margin-bottom: 5px;">Date: <u>March 19, 2024</u></div> <div style="margin-bottom: 5px;">RFQ No.: <u>24-03-0051</u></div> <div style="margin-bottom: 5px;">PR No.: <u>2024-03-0051</u></div> <div style="margin-bottom: 5px;">ABC: ₱ <u>24,000.00</u></div> <div style="margin-bottom: 5px;">PHILGEPS Ref. No.: <u>N/A</u></div>
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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 March 25, 2024 at 9:00 am to the address listed above.

GENERAL CONDITIONS

CONRADO C. GABARDA
BAC Vice Chairperson

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
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 BO

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
FOOD AND VENUE							
1	AM SNACKS Pansit Palabok, Slice Tuna Sandwich, Buko Juice	30	pax				
2	LUNCH Crab and Corn Soup, Rice, Inihaw na Tilapia, Fried Chicken, Ensaladang Talong with salted Egg, Fresh Fruits	30	pax				
3	PM SNACKS Potato Salad and Garlic Bread, cucumber juice	30	pax				



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ITEM NO.	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY.	UNIT	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL (Indicate Brand/ Model Offer)	
FOOD AND VENUE				Unit Price	Total Price	Yes	No
	Inclusions: Use of Venue, use of sound system w/ microphone. white board w/ accessories and LCD w/ screen, w/ overflowing coffee w/ creamer and water, with free buffer good for 2 pax						
TOTAL							
Date of Event		April 5, 2024					
Purpose		Food and Venue for Division Program Implementation Review and Performance Assessment (PIRPA) for CY 2024-Day 2 of 1st Quarter					

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.

<u>CANVASSER'S CERTIFICATION</u>
<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; margin-top: 20px;">_____</p> <p style="text-align: center;">Authorized Representative</p>

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