



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: May 28, 2024
	RFQ No.: 24-05-0077
	PR No.: 2024-05-0077
	ABC: P 16,080.00
Complete Company Address	PHILGEPS Ref. No.: N/A

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 **June 10, 2024** at **9:00 am** to the address listed above.

GENERAL CONDITIONS

- All entries must be typewritten and legible;
- Bidders must submit certificate of PHILGEPS Registration; or
- Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, etc.);
- Place this RFQ in a sealed envelope and type the following details on the face of the envelope:

Your Company Name
RFQ No.: 24-05-0077
PR No.: 2024-05-0077
PHILGEPS Reference No.: N/A

- 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)
- Item/s delivered must have warranties for unit replacements, parts, labor or other services;
- Price validity shall be for a period of three (3) months;
- Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
- 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;
- Failure to comply with these conditions shall mean disqualification of your bid proposal.

HERBERT D. PEREZ
 BAC 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
1	Customized SDO Tayabas Flag with Tassle (Outside) Specification: Flag size: Length: 5 ft, Width: 3 ft Double-Sided Flag Cloth: Apple Green, thick and durable cloth for changing weather Tassel: blue, 3 sides (top, bottom and right) Hole Slot: At the left side, 2 corners, with durable and thick metal eyelets	2	piece				
TOTAL							
Date of Event		n/a					
Purpose		Procurement of Customized SDO Flag for Replacement of SDO Flag at the Regional Office					

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