



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

**REQUEST FOR QUOTATION (RFQ)**

<b>Name of Company</b>	Date: <b>June 6, 2024</b>
	RFQ No.: <b>24-06-0087</b>
	PR No.: <b>2024-06-0087</b>
	ABC: <b>P 42,540.00</b>
<b>Complete Company Address</b>	PHILGEPS Ref. No.: <b>N/A</b>

**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 17, 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.: 24-06-0087**  
**PR No.: 2024-06-0087**  
**PHILGEPS Reference No.: N/A**

**HERBERT D. PEREZ**  
 BAC Chairperson

- Delivery period must be at least within seven (7) calenday 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.

PLEASE QUOTE: **PER LOT / PER ITEM**

PLEASE QUOTE: <b>PER LOT / PER ITEM</b>				<b>SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX</b>			
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	Office Table, Laminated Wood, minimum Size: 55.12"x27"x29.53"in, Color: Wenge/Dark Oak, Right: 1 full pull-out sliding drawer and 1 slab-open panel drawer (1 central locking system), Center: 1 full pull-out sliding drawer and central lock, Left: 3 full pull-out sliding drawers	2	UNIT				
2	Office Chair, Swivel with star-base and mesh back rest fabric, Adjustable height and 360 degrees swivel function, Durable and Good quality Material for Frame, Standard Adult Size that can withstand Full adult's weight up to 150kg (Chair Dimensions: 56(W) x 53(D) x 90(H) cm), Foam seat with Arm and back rest, Ergonomic Design, Color: Black	5	UNIT				
	***Nothing Follows						
TOTAL							
Date of Event		N/A					
Purpose		Procurement of Office Tables and Chairs for Official use of various offices in SDO Tayabas					



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<b>SUPPLIES</b>				<b>Unit Price</b>	<b>Total Price</b>	<b>Yes</b>	<b>No</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.

**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