



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

REQUEST FOR QUOTATION (RFQ)

Name of Company	Date: February 27, 2025
	RFQ No.: 2025-01-003
	PR No.: 2025-01-0003
	ABC: P 104,700.00
Complete Company Address	PHILGEPS Ref. No.: 11838663

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 10, 2025** at **9:00 am** to the address listed above.

GENERAL CONDITIONS

- All entries must be typewritten and legible;
- Bidders must submit the following eligibility requirements:
 - PHILGEPS Registration Certificate
 - DTI or SEC
 - Mayor's/Business Permit
 - Income/Business Tax Clearance
- Place this RFQ in a sealed envelope and type the following details on the face of the envelope:

Your Company Name
RFQ No.: 2025-01-003
PR No.: 2025-01-0003
PHILGEPS Reference No.: 11838663

- 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
- 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
	DAY 1						
1	BREAKFAST Tableya batirol, kapeng barako, suman binalot sa buli, bonete, puto (dekoloros), kutsinta black with yema caramel dip, tamales, arroz caldo with egg	97	pax				
2	AM SNACKS Sliced budin and nilupak, canton sotanghon, fresh buko juice	130	pax				
3	LUNCH Pinangat, fried fish, chicken BBQ, hardinera, delino (soup), fresh fruit salad, bottled water	102	pax				
4	PM SNACKS Fried camote fritters, pancit lucban, canned pineapple juice	102	pax				
	Inclusions: Full set-up with decoration on mess hall and conference room, extra table for registration and for pica-pica station, w/overflowing coffee w/ creamer and water, with free buffer good for 3 pax						
TOTAL							



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				Unit Price	Total Price	Yes	No
Date of Event		March 12, 2025					
Purpose		Procurement of Foods for the Conduct of Regional Management Committee (MANCOM) Meeting for March 2025					

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