



Republic of the Philippines
Department of Education
 REGION IV- A CALABARZON
 CITY SCHOOLS DIVISION OF 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>February 20, 2025</u></div> <div style="margin-bottom: 5px;">RFQ No.: <u>2025-02-024</u></div> <div style="margin-bottom: 5px;">PR No.: <u>2025-02-0024</u></div> <div style="margin-bottom: 5px;">ABC: <u>P</u> <u>38,600.00</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 February 26, 2025 at 9:00 am to the address listed above.

GENERAL CONDITIONS

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

Your Company Name
RFQ No.: 2025-02-024
PR No.: 2025-02-0024
PHILGEPS Reference No.: N/A
4. 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)
5. Item/s delivered must have **warranties** for unit replacements, parts, labor or other services;
6. Price validity shall be for a period of three (3) months;
7. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
8. 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;
9. 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)	
Request For Quotation for the Procurement of Training Supplies and Materials (Activity Request#AR-2025-HRTD-SGOD-PRO-011)				Unit Price	Total Price	Yes	No
1	Ballpen, Ordinary, Retractable, 0.5 mm tip, Good Quality, Smooth and non-gel pen	30	piece				
2	Certificate Holder/Jacket, A4, Plastic	60	piece				
3	Permanent Pen Marker, Bullet Point Tip, Black, Refillable, High Quality, Non-toxic	30	piece				
4	Colored Paper, Genuine Vibrant Colors, 80 gsm, Long, Assorted, 250 sheets/pack	8	pack				
5	A4 Bond Paper, s20/70gsm, Multi-purpose Copy Paper, 500pcs/ream, High Quality, White	30	ream				
6	Long Bond Paper, Multi-Purpose, 70gsm, 500 pcs/Ream, White, High Quality	30	ream				
7	Manila Paper, Whole Size (not cut)	46	piece				
8	Vellum Board Paper, A4 180gsm, 10/pack	85	pack				
9	Certificate Frame, Frame: Preferably elegant design, plastic/wood materials, A4 size, Glass cover®	50	piece				

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Request For Quotation for the Procurement of Training Supplies and Materials (Activity Request#AR-2025-HRTD-SGOD-PRO-011)				Unit Price	Total Price	Yes	No
10	Epson Ink 003 Black	3	bottle				
11	Epson Ink 003 Cyan, Genuine	2	bottle				
12	Epson Ink 003 Magenta, Genuine	2	bottle				
13	Epson Ink 003 Yellow, Genuine	2	bottle				
TOTAL							
Date of Event		N/A					
Purpose		Procurement of Training Supplies and Materials for Various Capacity-Building Activities of SDO Tayabas City					

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