



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>April 4, 2025</u></div> <div style="margin-bottom: 5px;">RFQ No.: <u>2025-02-030</u></div> <div style="margin-bottom: 5px;">PR No.: <u>2025-02-0030</u></div> <div style="margin-bottom: 5px;">ABC: <u>P</u> <u>10,000.00</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 April 10, 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.: 2025-02-030
PR No.: 2025-02-0030
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)	
Procurement of Supplies and Materials for Basic Life Support and First Aid Training for SDO Tayabas City Schools Coordinators				Unit Price	Total Price	Yes	No
1	Board Paper A4	14	packs				
2	A4 Bond Paper, s20/70gsm, Multi-purpose Copy Paper, 500pcs/ream, High Quality, White	4	ream				
3	Certificate Jacket	13	piece				
4	Triangular Bandage 40 inches by 40 inches by 57 inches base	40	piece				
5	Epson Ink 003 Black	2	bottle				
6	Ballpen, Ordinary, Retractable, 0.5 mm tip, Good Quality, Smooth and non-gel pen	25	piece				
7	Correction Tape	5	piece				
TOTAL							
Date of Event		N/A					
Purpose		Procurement of Supplies and Materials for Basic Life Support and First Aid Training for SDO Tayabas City Schools Coordinators					

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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