



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

**REQUEST FOR QUOTATION (RFQ)**

<b>Name of Company</b>	Date: <b>March 6, 2025</b>
	RFQ No.: <b>2025-03-038</b>
	PR No.: <b>2025-03-0038</b>
<b>Complete Company Address</b>	ABC: <b>P 40,600.00</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 **March 19, 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.: 2025-03-038**  
**PR No.: 2025-03-0038**  
**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 <small>(Item Name &amp; Technical Specifications)</small>	QTY.	UNIT	FINANCIAL PROPOSAL <small>(Indicate the Price Offer)</small>		TECHNICAL PROPOSAL <small>(Indicate Brand/ Model Offer)</small>	
Procurement of Foods for Student Leadership Training for Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) Officers of SY 2025-2026				Unit Price	Total Price	Yes	No
	DAY 1						
1	AM snacks: Sopas, puto and juice	58	pax				
2	Lunch: rice, fried fish, pork bbq, fried chicken, soup, fruit, and water	58	pax				
3	Pm snacks:Pm snacks: ginataang bilo-bilo, fried banana, and juice  Inclusion: with air-conditioned venue that can accommodate up to 60 pax, with LCD projector and white screen, with sound system & mic, with overflowing coffee and water, buffer for 3 pax	58	pax				
TOTAL							
Date of Event		March 26, 2025					

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)	
<b>Procurement of Foods for Student Leadership Training for Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) Officers of SY 2025-2026</b>				Unit Price	Total Price	Yes	No
Purpose		Procurement of Foods for Student Leadership Training for Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) Officers of SY 2025-2026					

**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