



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: March 19, 2025
	RFQ No.: 2025-03-044
	PR No.: 2025-03-0044
	ABC: P 283,500.00
Complete Company Address	PHILGEPS Ref. No.: 11945822

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

- 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.: 2025-03-044
PR No.: 2025-03-0044
PHILGEPS Reference No.: 11945822

- Delivery period must be at least within **seven (7) calendary 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 (Item Name & Technical Specifications)	QTY.	UNIT	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL (Indicate Brand/ Model Offer)	
Procurement of Foods for the Conduct of Public Service Continuity Plan (PSCP) and Training-Writershop Phase II				Unit Price	Total Price	Yes	No
1.	DAY 1 AM Snacks - Ginataang Halo-halo, Sago't Gulaman Juice	45	pax				
2.	Lunch - Binacol Soup, Grilled Liempo, Ginataang Isda, Pinakbet, Steamed Rice, Fresh Fruits, Buko Juice	45	pax				
3.	PM Snacks - Pansit Lucban, Mini Turon, Pineapple Juice	45	pax				
4.	Dinner - Batchoy, Itlog na Maalat with sibuyas at Kamatis, Sinugnong Tilapia with Mustasa, Chicken Afritada, Steamed Rice Fruit Salad, Cucumber Juice	45	pax				
5.	DAY 2 Breakfast - Tinapa, Adobong Batangas, Scrambled Egg, Fried Rice, Coffee/Chocolate drink	45	pax				
6.	Am Snack - Tuna Sandwich, Fries, Ice Tea	45	pax				
7.	Lunch - Sinigang na Boneless Bangus, Inihaw na Liempo, Sinugnong Tilapya with mustasa, Chami, Steamed Rice, Cathedral Window, 4 Season Juice	45	pax				
8.	Pm Snack - Chicken Sandwich, Fries, Cucumber Juice	45	pax				

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Procurement of Foods for the Conduct of Public Service Continuity Plan (PSCP) and Training-Writershop Phase II				Unit Price	Total Price	Yes	No
9.	Dinner - Sinigang na Baboy, Bangus Salpicao, Ginataang Pusit, Fried Lumpiang Gulay, Steamed Rice, Leche Flan, Lemonade	45	pax				
10.	DAY 3 Breakfast - Lungganisang Lucban, Chicken Adobo, Scrambled Egg, Fried Rice, Coffee/Chocolate drink	45	pax				
11.	Am Snack - Chicken, Arroz Caldo, Buko Juice	45	pax				
12.	Lunch - Molo Soup, Lechon Kawali, Ginataang Manok, Inihaw na Tilapia, Steamed Rice, Banana, Sago at Gulaman	45	pax				
13.	Pm Snack - Canton Guisado with Sliced Bread, Buko Juice	45	pax				
	Accommodation: Day 1, Day 2, Day 3 TOTAL INCLUSIONS: Day 1-3: Air-conditioned venue for plenary, sound system, LCD overhead projector, projector screen, coffee table with overflowing supply of chocolate, coffee, sugar and creamer, water dispenser, buffer for 5 pax, 10 rooms for 4-5 persons per room, 3 rooms for 2 persons per room (VIP), on call/ ready emergency personnel available in the area, wide open space for DRRM training and other recreational and group activities and Set of fruits and best local products as token for the 4 speakers						
TOTAL							
Date of Event		April 22-24, 2025					
Purpose		Procurement of Foods for the Conduct of Public Service Continuity Plan (PSCP) and Training-Writershop Phase II					

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