



**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>	<b>Date:</b> <u>May 05, 2025</u>
	<b>RFQ No.:</b> <u>2025-05-066</u>
	<b>PR No.:</b> <u>2025-05-0066</u>
	<b>ABC:</b> <u>P 61,500.00</u>
<b>Complete Company Address</b>	<b>PHILGEPS Ref. No.:</b> <u>N/A</u>

**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 May 9, 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.: 2025-05-066**  
**PR No.: 2025-05-0066**  
**PHILGEPS Reference No.: N/A**

- 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
- Transaction with City School Division of Tayabas shall mean compliance by the winning bidder with the bid and delivery
- 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)	
<b>Request For Quotation for the Procurement of Supplies (Drum and Cartridge) to be used in Printing of RMA Tools and Mathematics Supplementary Learning Materials for the Administration of Rapid Mathematics Assessment (RMA) (Activity Request#AR-2025-SARO-CID-PRO-015)</b>				<b>Unit Price</b>	<b>Total Price</b>	<b>Yes</b>	<b>No</b>
1	Standard Capacity Toner Cartridge, Product Code:CT202873 (Fuji Xerox Docu Centre S2110)	4	bottle				
2	Drum Cartridge, Product Number : CT351075 (Fuji Xerox DocuCentre S2110)	3	bottle				
	**Inclusive of Active and Responsive maintenance service and technical support of authorized service provider for fuji xerox docucentre S2110 units of SDO Tayabas for minimum of 3 years or such consumables are fully exhausted**						
<b>TOTAL</b>							
Date of Event		<b>N/A</b>					
Purpose		<b>Procurement of Supplies (Drum and Cartridge) to be used in Printing of RMA Tools and Mathematics Supplementary Learning Materials for the Administration of Rapid Mathematics Assessment (RMA)</b>					

**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



**Address:** Brgy. Potos, Tayabas City  
**Telephone No.:** (042) 785-9615  
**Email Address:** tayabas.city@deped.gov.ph  
**Website:** https://www.sdotayabascity.ph