



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 _____ Complete Company Address _____	Date: <u>May 02, 2025</u> RFQ No.: <u>2025-05-069</u> PR No.: <u>2025-05-0069</u> ABC: <u>₱ 9,000.00</u> PHILGEPS Ref. No.: <u>N/A</u>
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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 May 7, 2025 at 9:00 am to the address listed above.

HERBERT D. PEREZ
BAC Chairperson

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.: 2025-05-069
PR No.: 2025-05-0069
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.

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 Supply and Delivery of Foods for the Orientation in the Implementation of the 2025 National and Local Election of SDO Tayabas Election Task Force				Unit Price	Total Price	Yes	No
	DAY 1						
1	Breakfast Steam Rice, Beef Tapa, Fried Daing na Bangus, Scrambled Egg, Bottled Water	10	pax				
2	AM Snack Pancit Hab-Hab, Club House Sandwich, Fresh Buko Juice	10	pax				
3	Lunch Steamed Rice, Grilled Tuna with Chilimansi Soy Sauce, Chicken Inasal, Beef Kare-Kare with Bagoong, Buko Pandan, Juice in can	10	pax				
4	PM Snack Spaghetti Filipino Style, Ensaymada, Bottled Water Inclusions: With buffer for 5 pax	10	pax				
TOTAL							
Date of Event		May 9, 2025					
Purpose		Supply and Delivery of Foods for the Orientation in the Implementation of the 2025 National and Local Election of SDO Tayabas Election Task Force					

PLEASE QUOTE: PER LOT / PER ITEM				SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX			
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Request For Quotation for the Supply and Delivery of Foods for the Orientation in the Implementation of the 2025 National and Local Election of SDO Tayabas Election Task Force				Unit Price	Total Price	Yes	No

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 receipt 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