



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: July 17, 2025
	RFQ No.: 2025-07-104
	PR No.: 2025-07-0104
	ABC: P 29,680.00
Complete Company Address	PHILGEPS Ref. No.: N/A

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 July 22, 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.: 2025-07-104
PR No.: 2025-07-0104
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
- 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 <small>(Item Name & Technical Specifications)</small>	QTY.	UNIT	FINANCIAL PROPOSAL <small>(Indicate the Price Offer)</small>		TECHNICAL PROPOSAL <small>(Indicate Brand/Model Offer)</small>	
Request For Quotation for the Procurement of Soaps for All Kinder and Severely Wasted and Wasted Grade 1-6 Learners of SBFP FY 20225 (Activity Request#AR-2025-SARO-SGOD-PRO-019)				Unit Price	Total Price	Yes	No
1	Soap Specifications: At least 20g (2 pcs 10g or 1 pc 20g) Inclusions: Delivery to SDO Tayabas Individually packed per school with proper label (Name of School and Number of Soaps)	2968	pack				
TOTAL							
Date of Event		N/A					
Purpose		Procurement of Soaps for All Kinder and Severely Wasted and Wasted Grade 1-6 Learners of SBFP FY 20225					

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