



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

**REQUEST FOR QUOTATION (RFQ)**

<div style="border-bottom: 1px solid black; margin-bottom: 10px;">Name of Company</div> <div style="border-bottom: 1px solid black;">Complete Company Address</div>	<div style="margin-bottom: 5px;">Date: <u>July 18, 2025</u></div> <div style="margin-bottom: 5px;">RFQ No.: <u>2025-07-106</u></div> <div style="margin-bottom: 5px;">PR No.: <u>2025-07-0106</u></div> <div style="margin-bottom: 5px;">ABC: <u>₱ 3,700.00</u></div> <div style="margin-bottom: 5px;">PHILGEPS Ref. No.: <u>N/A</u></div>
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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 July 22, 2025 at 9:00 am to the address listed above.

**GENERAL CONDITIONS**

1. All entries must be typewritten and legible;
2. Bidders must submit the following eligibility requirements:
  - a. PHILGEPS Registration Certificate
  - b. DTI or SEC
  - c. Mayor's/Business Permit
  - d. Income/Business Tax Clearance
3. Place this RFQ in a sealed envelope and type the following details on the face of the envelope:
 

**Your Company Name**  
**RFQ No.: 2025-07-106**  
**PR No.: 2025-07-0106**  
**PHILGEPS Reference No.: N/A**
4. 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)
5. Item/s delivered must have **warranties** for unit replacements, parts, labor or other services;
6. Price validity shall be for a period of three (3) months;
7. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract
8. Transaction with City School Division of Tayabas shall mean compliance by the winning bidder with the bid and delivery
9. Failure to comply with these conditions shall mean disqualification of your bid proposal.

**HERBERT D. PEREZ**  
BAC Chairperson

PLEASE QUOTE: <b>PER LOT / PER ITEM</b>				<b>SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX</b>			
<b>ITEM NO.</b>	<b>ITEM DESCRIPTION</b> (Item Name & Technical Specifications)	<b>QTY.</b>	<b>UNIT</b>	<b>FINANCIAL PROPOSAL</b> (Indicate the Price Offer)		<b>TECHNICAL PROPOSAL</b> (Indicate Brand/ Model Offer)	
<b>Request For Quotation for the Orientation Meeting on the Delivery, Distribution, and Utilization of Alternative Delivery Modality (ADM) Tablets and other learning resources in the Implementation of Open High School Program (OHSP). (Activity Request#)</b>				<b>Unit Price</b>	<b>Total Price</b>	<b>Yes</b>	<b>No</b>
	Materials and Contingencies						
1.	PAPER, MULTIPURPOSE A4	3	ream				
2.	NOTE PAD, stick on, 76mm x 100mm	2	pad				
3.	SIGN PEN, Extra Fine Tip, Black	20	piece				
4.	SIGN PEN, Fine Tip, Black	40	piece				
5.	CLIP, backfold, 19mm	3	box				
6.	CLIP, backfold, 25mm	1	box				
7.	CLIP, backfold, 32mm	2	box				
8.	CORRECTION TAPE	7	piece				
9.	MARKER, Permanent, Black	20	piece				
10.	PAPER CLIP, vinly/plastic coated, 33mm	4	box				
11.	Certificate Holder/Jacket, A4, Plastic	2	piece				
12.	Correction Tape, 8M, Good Quality with adjusting knob	2	piece				
13.	Permanent Pen Marker, Bullet Point Tip, Black, Refillable, High Quality, Non-toxic	1	piece				
14.	Manila Paper, Whole Size (not cut)	3	piece				
15.	Vellum Board Paper, A4 180gsm, 10/pack	5	pack				



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

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)	
	Request For Quotation for the Orientation Meeting on the Delivery, Distribution, and Utilization of Alternative Delivery Modality (ADM) Tablets and other learning resources in the Implementation of Open High School Program (OHSP). (Activity Request#)			Unit Price	Total Price	Yes	No
<b>TOTAL</b>							
Date of Event		<b>July 25, 2025</b>					
Purpose		<b>Procurement of Office Supplies for the Orientation Meeting on the Delivery, Distribution, and Utilization of Alternative Delivery Modality (ADM) Tablets and Other Learning Resources in the Implementation of Open High School Program (OHSP)</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 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