



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: August 11, 2025
	RFQ No.: 2025-08-124
	PR No.: 2025-08-0124
Complete Company Address	ABC: P 16,070.00
	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 **August 25, 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.: 2025-08-124
PR No.: 2025-08-0124
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 (Item Name & Technical Specifications)	QTY.	UNIT	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL (Indicate Brand/ Model Offer)	
Request For Quotation for the Procurement of Office Supplies and Equipment to be used for SBFP Records Filing and Management (Activity Request#AR-2025-SARO-SGOD-PRO-029)				Unit Price	Total Price	Yes	No
1	Binding Machine -24 Standard Holes -Heavy Duty	1	unit				
2	Plastic Comb Binding Rings -50 pcs/Pack - Long Size, 24 Holes, (10mm) -Black Color	1	pack				
3	Plastic Comb Binding Rings -50pcs/Pack - Long Size, 24 Holes, (16mm) -black Color	1	pack				
4	Acetate Clear PVC Binding Cover -200 microns -100 Sheets -A4 Size	1	pack				
5	Acetate Clear PVC Binding Cover -200 microns -100 Sheets -Long Size	1	pack				
6	15L Large Capacity Paper Shredder - 8 Sheets Shredding -Automatic Shredder Machine -Electric Cutter	1	unit				

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Request For Quotation for the Procurement of Office Supplies and Equipment to be used for SBFP Records Filing and Management (Activity Request#AR-2025-SARO-SGOD-PRO-029)				Unit Price	Total Price	Yes	No
7	MicroSD card V30 XC1 - 512 GB storage - Class 10 - Sequential Read Performance: Up to 190MB/s - Sequential Write Performance: Up to 130MB/s	1	unit				
8	Long Vertical Clipboard with cover	2	pcs				
TOTAL							
Date of Event		N/A					
Purpose		Procurement of Office Supplies and Equipment to be used for SBFP Records Filing and Management					

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