



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 27, 2025
	RFQ No.: 2025-08-129
	PR No.: 2025-08-0129
Complete Company Address	ABC: P 16,100.00
	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 **September 24, 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.: 2025-08-129
PR No.: 2025-08-0129
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 <i>(Item Name & Technical Specifications)</i>	QTY.	UNIT	FINANCIAL PROPOSAL <i>(Indicate the Price Offer)</i>		TECHNICAL PROPOSAL <i>(Indicate Brand/ Model Offer)</i>	
Request For Quotation for the Procurement of Supplies for the Division Rollout of Higher Order Thinking Skills Professional Learning Packages (HOTS-PLPs) for Grade 7 to 10 English, Science and Mathematics (Activity Request#AR-2025-D6473-00070)				Unit Price	Total Price	Yes	No
1	Training Kit with the following content and specification: (1) Training Bag - tote bag - minimum size fit for A4 documents and preferably black or white, (2) stenographer notebook, 40 leaves, spring (3) retractable ballpoint pen, 0.5mm tip, reputable good or fine quality (4) correction tape, 8m with adjustment knob, (5) 1 whole manila paper	74	pack				
2	Masking Tape, 1 inch,50 years/roll	10	piece				
3	A4 Bond paper,s20/70gsm,Multi - purpose Copy paper, 500 pcs/ream,high quality white	2	ream				
4	Stapler, standard type	1	piece				
TOTAL							
Date of Event		October 27-30, 2025					
Purpose		Procurement of Supplies for the Division Rollout of Higher Order Thinking Skills Professional Learning Packages (HOTS-PLPs) for Grade 7 to 10 English, Science and Mathematics					

PLEASE QUOTE: PER LOT / PER ITEM				SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX			
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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