



**Republic of the Philippines**  
**Department of Education**  
 REGION IV- A CALABARZON  
 CITY SCHOOLS DIVISION OF CITY OF TAYABAS  
**REQUEST FOR QUOTATION (RFQ)**

<b>Name of Company</b>  <b>Complete Company Address</b>	<b>Date:</b> <u>August 27, 2025</u> <b>RFQ No.:</b> <u>2025-08-131</u> <b>PR No.:</b> <u>2025-08-0131</u> <b>ABC:</b> <u>P 56,000.00</u> <b>PHILGEPS Ref. No.:</b> <u>12362105</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 September 8, 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.: 2025-08-131**  
**PR No.: 2025-08-0131**  
**PHILGEPS Reference No.: 12362105**

- 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 Foods for the Orientation on School Based Management: "Empowering School Governance Council" (Activity Request#AR-2025-D6473-00068)				Unit Price	Total Price	Yes	No
1	AM snacks: lumpiang ubod sariwa with fresh cucumber and lemon juice	80	pax				
2	Lunch: pork barbeque, waldorf salad, orange chicken, egg drop soup, rice, coffee jelly, bottled water	80	pax				
3	PM snacks: potato salad, butter toast, lemon water  Inclusion: With air-conditioned venue that accommodate up to 85 pax, with LCD projector, with sound system, with overflowing coffee and water buffer for 2 pax	80	pax				
<b>TOTAL</b>							
Date of Event		<b>September 12, 2025</b>					
Purpose		<b>Procurement of Foods for the Orientation on School Based Management: "Empowering School Governance Council"</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 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. Potol, Tayabas City  
**Telephone No.:** (042) 785-9615  
**Email Address:** tayabas.city@deped.gov.ph  
**Website:** https://www.sdotayabascity.ph