



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>Date:</b> <u>September 03, 2025</u>
<b>Complete Company Address</b>	<b>RFQ No.:</b> <u>2025-09-136</u>
	<b>PR No.:</b> <u>2025-09-0136</u>
	<b>ABC:</b> <u>P 643,500.00</u>
	<b>PHILGEPS Ref. No.:</b> <u>12367584</u>

**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.: 2025-09-136**  
**PR No.: 2025-09-0136**  
**PHILGEPS Reference No.: 12367584**

- 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**

PLEASE QUOTE: PER LOT / PER ITEM				SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX			
ITEM NO.	ITEM DESCRIPTION <small>(Item Name &amp; 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 Division Training on the Academic Recovery and Accessible Learning (Aral) Program for Reading (Activity Request#)				Unit Price	Total Price	Yes	No
1	DAY 1 Sept 10, 2025 (Breakfast, AM Snack, Lunch, PM Snack, Dinner)						
2	Buffet Breakfast (Rice, Scrambled Egg, 2 viands, Fresh Fruit, Hot Choco/Coffee/Tea)	110	pax				
3	Plated AM Snack (Choice of Pasta or Sandwich and Juice/Soda)	110	pax				
4	Buffet Lunch (Vegetables, 2 viands (meat and fish), Rice, Dessert, Juice/Soda)	110	pax				
5	Plated PM Snack (Choice of Pasta or Sandwich and Juice/Soda)	110	pax				
6	Buffet Dinner (Soup, Vegetables, 2 viands (meat and fish), Rice, Dessert, Juice/Soda)	110	pax				
7	Day 2 Sept 11, 2025 (Breakfast, AM Snack, Lunch, PM Snack, Dinner)						
8	Buffet Breakfast (Rice, Scrambled Egg, 2 viands, Fresh Fruit, Hot Choco/Coffee/Tea)	110	pax				
9	Plated AM Snack (Choice of Pasta or Sandwich and Juice/Soda)	110	pax				

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 Division Training on the Academic Recovery and Accessible Learning (Aral) Program for Reading (Activity Request#)</b>				<b>Unit Price</b>	<b>Total Price</b>	<b>Yes</b>	<b>No</b>
10	Buffet Lunch (Vegetables, 2 viands (meat and fish), Rice, Dessert, Juice/Soda)	110	pax				
11	Plated PM Snack (Choice of Pasta or Sandwich and Juice/Soda)	110	pax				
12	Buffet Dinner (Soup, Vegetables, 2 viands (meat and fish), Rice, Dessert, Juice/Soda)	110	pax				
13	Day 3 Sept 12, 2025 (Breakfast, AM Snack, Lunch, PM Snack)						
14	Buffet Breakfast (Rice, Scrambled Egg, 2 viands, Fresh Fruit, Hot Choco/Coffee/Tea)	110	pax				
15	Plated AM Snack (Choice of Pasta or Sandwich and Juice/Soda)	110	pax				
16	Buffet Lunch (Vegetables, 2 viands (meat and fish), Rice, Dessert, Juice/Soda)	110	pax				
17	Plated PM Snack (Choice of Pasta or Sandwich and Juice/Soda)	110	pax				
18	Accommodation for 3 days and 2 nights (twin or triple sharing only) Prepared with : For room amenities - individually controlled aircon, cable TV Services and IDD/NDD Telephone Assisted Calls, Toiletries (toothbrush, toothpaste, soap and shampoo), hot and cold shower, Room service (6:00 am- 11:00 pm)	110	pax				
19	Conference Hall for 3 days						
	INCLUSIONS: Day 1-3: Free use of fully Air-conditioned venue, complete set-up of sound system with PA, 3-4 sets wireless microphones, whiteboard with markers, pads and pen, Philippine Flag/ National Anthem Song, Podium, 2 sets of LCD overhead projector with widescreen, extension cords, flipchart with standee, CD/DVD Player, tables, chairs, free unlimited strong Wi-Fi connection for 110 persons (lobby lounge, training hall and bedroom), free flowing coffee with supply of sugar, creamer, tea, chocolate, candies, and mints during conference proper, water dispenser with overflowing supply of water, No extra charge for electricity of laptops of all participants, free use of safety deposit box, free use of spacious parking lot, 3x9 and 6x8 Welcome Streamer, free use of swimming pool from 8:00 am - 10:00 pm.						
<b>TOTAL</b>							
Date of Event		<b>September 10,11,12, 2025</b>					
Purpose		<b>Board and Lodging for the Conduct of Division Training on the Academic Recovery and Accessible Learning (Aral) Program for Reading</b>					

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<b>Request For Quotation for the Division Training on the Academic Recovery and Accessible Learning (Aral) Program for Reading (Activity Request#)</b>				<b>Unit Price</b>	<b>Total Price</b>	<b>Yes</b>	<b>No</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