



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: September 04, 2025
	RFQ No.: 2025-09-137
	PR No.: 2025-09-0137
	ABC: P 77,000.00
Complete Company Address	PHILGEPS Ref. No.: 12487787

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 **October 20, 2025** at **9:00 am** to the address listed above.

CONRADO C. GABARDA
BAC Vice Chairperson

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.: 2025-09-137
PR No.: 2025-09-0137
PHILGEPS Reference No.: 12487787
- 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.

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)	
				Unit Price	Total Price	Yes	No
Request For Quotation for the Procurement of Foods for the Conduct or Mid-Year Program Implementation Review (PIR) for Special Needs Education (SNED) Programs and Services (Activity Request#2025-SARO-CID-PRO-005)							
1	Day 1: AM Snack: Ginataang Mais and Toasted bread, juice	55	pax				
2	Day 1 Lunch: Tinolang Manok, Beef Kare-Kare, Laing Dinamita, Crispy Tilapia, Steamed Rice, Leche Flan, PineOrange Juice	55	pax				
3	Day 1 PM Snack: Lomi and puto, juice	55	pax				
4	Day 2 AM Snack: Champorado with dilis, kutsinta, juice	55	pax				
5	Day 2 Lunch: Sinampalokang Manok, Crispy Bagnet, Ensaladong Talong, Beef Casserole, Steamed Rice, Turon Bites, Dalandan Juice	55	pax				
6	Day 2 PM Snack: Chicken Sandwich, and Juice in can	55	pax				

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 Conduct or Mid-Year Program Implementation Review (PIR) for Special Needs Education (SNED) Programs and Services (Activity Request#2025-SARO-CID-PRO-005)				Unit Price	Total Price	Yes	No
7	INCLUSION: Day 1-2: Air-conditioned venue for plenary and writeshop, sound system, LCD overheadprojector, projector screen, movable tables for group writing-workshop, strong wifi connection (training hall), coffee table with overflowing supply of chocolate, coffee, sugar and creamer, water dispenser with overflowing supply of water, Tarpaulin with Details of Training-Workshop, Buffer for 2						
TOTAL							
Date of Event		December 2-3, 2025					
Purpose		Procurement of Foods for the Conduct or Mid-Year Program Implementation Review (PIR) for Special Needs Education (SNED) Programs and Services					

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