



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 04, 2025</u>
	<b>RFQ No.:</b> <u>2025-09-140</u>
	<b>PR No.:</b> <u>2025-09-0140</u>
<b>Complete Company Address</b>	<b>ABC:</b> <u>P 46,200.00</u>
	<b>PHILGEPS Ref. No.:</b> <u>N/A</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 16, 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.: 2025-09-140**  
**PR No.: 2025-09-0140**  
**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: <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 Procurement of Foods for the Training Workshop for ALS: "Empowering ALS Educators: Fostering Engagement and Excellence through Innovative Teaching Approaches" (Activity Request#2025-SARO-CID-PRO-007)</b>				<b>Unit Price</b>	<b>Total Price</b>	<b>Yes</b>	<b>No</b>
1	Day 1 - Snacks AM Chicken Mami with Egg, Puto, Bottled Water	22	pax				
2	Day 1 - Lunch Rice, Crispy Binagoongan Porkchop w/ eggplant, Teriyaki Chicken, Molo Soup, Buko salad	22	pax				
3	Day 1 - Snacks PM Empanada, Pansit lucban, Four season juice in can	22	pax				
4	Day 2 - Snacks AM Canton Sotanghon, Fried saba, juice in can	22	pax				
5	Day 2 - Lunch Rice, Baby Back ribs, Vegetable Kare Kare, Minanok, Sweetened Banana	22	pax				
6	Day 2 - Snacks PM Congee with Chicken Flakes and Egg, toasted bread, bottled Water	22	pax				
7	Day 3 - Snacks AM Puto Pao w/ salted egg, Baked mac, pineapple juice in can	22	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)	
<b>Request For Quotation for the Procurement of Foods for the Training Workshop for ALS: "Empowering ALS Educators: Fostering Engagement and Excellence through Innovative Teaching Approaches" (Activity Request#2025-SARO-CID-PRO-007)</b>				<b>Unit Price</b>	<b>Total Price</b>	<b>Yes</b>	<b>No</b>
8	Day 3 - Lunch Rice, Pork and Chicken Adobo, Pinakbet Special with Chicharon, Batchoy, Fruit Salad	22	pax				
9	Day 3 - Snacks PM Bibingka, Palabok, Sago Gulaman	22	pax				
	INCLUSION: Day 1-3: Air-conditioned venue for plenary and writeshop, sound system, LCD overhead projector, 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						
<b>TOTAL</b>							
Date of Event		<b>October 6, 13, and 20, 2025</b>					
Purpose		<b>Procurement of Foods for the Training Workshop for ALS: "Empowering ALS Educators: Fostering Engagement and Excellence through Innovative Teaching Approaches"</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