



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.: 2025-09-142
	PR No.: 2025-09-0142
	ABC: P 77,000.00
Complete Company Address	PHILGEPS Ref. No.: 12392253

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.: 2025-09-142
PR No.: 2025-09-0142
PHILGEPS Reference No.: 12392253
- 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 Training and Writeshop on Learning and Service Continuity Plan (LSCP) (Activity Request#AR-2025-SARO-SGOD-PRO-031)				Unit Price	Total Price	Yes	No
1	DAY 1 AM Snacks - Chicken Mami, Banana cake, Buko Juice	55	pax				
2	Lunch - Sinampalukang manok, Rice, Inihaw na liempo, Steamed Vegetable, Minatamis na Saging	55	pax				
3	PM Snacks - Bakemac, Assorted Cupcake, Canned Juice	55	pax				
4	DAY 2 AM Snacks - Carbonara, garlic bread, sago't gulaman	55	pax				
5	Lunch - Nido soup, Meatballs w/Sweet & Sour Sauce, Rice, Fried Chicken, Mongo Guisado, Pandan Jelly	55	pax				
6	PM Snacks -Gourmet burger with lettuce and cheese, canned juice	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 Training and Writeshop on Learning and Service Continuity Plan (LSCP) (Activity Request#AR-2025-SARO-SGOD-PRO-031)				Unit Price	Total Price	Yes	No
	INCLUSIONS: Air-conditioned venue for plenary, sound system, LCD overhead projector, 2 projector screen, coffee table with overflowing supply of chocolate, coffee, sugar and creamer, water dispenser with overflowing supply of water, buffer for 5 pax, and Set of fruits and Tayabas best products as token for the 3 speakers and 2 Tarpulin (3f x 5f), a standby, trained medical personnel shall be present and immediately available to respond.						
TOTAL							
Date of Event		September 23-24, 2025					
Purpose		Procurement of Foods for the Training and Writeshop on Learning and Service Continuity Plan (LSCP)					

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