



**Republic of the Philippines**  
**Department of Education**  
 REGION IV- A CALABARZON  
 CITY SCHOOLS DIVISION OF CITY OF TAYABAS

**REQUEST FOR QUOTATION (RFQ)**

<div style="border-bottom: 1px solid black; margin-bottom: 10px;">Name of Company</div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">Complete Company Address</div>	<div style="margin-bottom: 5px;">Date: <u>September 04, 2025</u></div> <div style="margin-bottom: 5px;">RFQ No.: <u>2025-09-143</u></div> <div style="margin-bottom: 5px;">PR No.: <u>2025-09-0143</u></div> <div style="margin-bottom: 5px;">ABC: <u>P</u> <u>38,355.00</u></div> <div style="margin-bottom: 5px;">PHILGEPS Ref. No.: <u>N/A</u></div>
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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 16, 2025 at 9:00 am to the address listed above.

**GENERAL CONDITIONS**

1. All entries must be typewritten and legible;
2. Bidders must submit the following eligibility requirements:
  - a. PHILGEPS Registration Certificate
  - b. DTI or SEC
  - c. Mayor's/Business Permit
  - d. Income/Business Tax Clearance
3. Place this RFQ in a sealed envelope and type the following details on the face of the envelope:
 

**Your Company Name**  
**RFQ No.: 2025-09-143**  
**PR No.: 2025-09-0143**  
**PHILGEPS Reference No.: N/A**
4. 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)
5. Item/s delivered must have **warranties** for unit replacements, parts, labor or other services;
6. Price validity shall be for a period of three (3) months;
7. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract
8. Transaction with City School Division of Tayabas shall mean compliance by the winning bidder with the bid and delivery
9. 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 <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 Procurement of Supplies 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	Epson Ink Refill Bottle, Black, Ink Code 003, Dye-base Ink, Genuine/Authentic, 65ml, 1 bottle/box, Shelf Life atleast 3 years	3	pcs				
2	A4 Bond paper, Paper, Multi-Purpose, White, A4,s20/70gsm, high quality, 500 sheets/ream	6	ream				
3	Arch File Folder, Orientation: Horizontal, Placement of Lever: Side, Thickness of Spine: 3 in, Fitted up to Legal Size Documents, Preferred Color: Red, With Available Slot for Label on Spine	50	pcs				
4	Document Scanner, One-pass Duplex scanning, minimum 3,500-page duty cycle, scan speeds up to 35 ppm/70 ipm and a 50-page ADF, Compact design, Load up to 50 pages, up to 1,200-dpi resolution	1	pcs				
5	Laser Presentation Remote Clicker with dual connectivity, Rechargeable, (Bluetooth or USB)	1	pcs				
6	Vellum Board Paper, A4 180gsm, 10/pack	6	pack				
7	Sticker Paper A4 (Glossy), for Inkjet & laser printers paper	5	pack				

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 Supplies 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
8	Sign pen, Gel pen, 0.5mm tip	10	pcs				
9	Heavy Duty Stapler with Remover, stainless steel mechanism and high-impact plastic shell, with a staple remover attached to the base, staple 2-30 sheets of 70 g/m2 paper, using No. 35 (26/6) or No. 3 (24/6) staples	3	pcs				
10	Stapler Wire No. 35-5m	5	box				
11	Double Sided Tape, 24mm/linch, 10m	2	pcs				
12	Sticky Notes 3x3	5	pcs				
13	Certificate Holder/Jacket, A4, Plastic	8	pcs				
<b>TOTAL</b>							
Date of Event		<b>September 23-24, 2025</b>					
Purpose		<b>Procurement of Supplies for the Training and Writeshop on Learning and Service Continuity Plan (LSCP)</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