



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.: 2025-09-144
	PR No.: 2025-09-0144
Complete Company Address	ABC: ₱ 52,500.00
	PHILGEPS Ref. No.: 12419067

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 24, 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.: 2025-09-144
PR No.: 2025-09-0144
PHILGEPS Reference No.: 12419067

- 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 (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 Orientation of School Heads, SNED and Select Receiving Teachers on the Development of Individualized Education Plan (IEP) (Activity Request#2025-SARO-CID-PRO-006)							
1	Day 1 - Snacks AM Congee with egg and chicken, Puto, Bottled Water	75	pax				
2	Day 1 - Lunch Rice, Crispy Pork Kare Kare, Breaded Chicken Fillet, Fried Bangus, fruit (any), Wonton Soup	75	pax				
3	Day 1 - Snacks PM Pan Cake, Pansit lucan, Four season juice in can	75	pax				
	Venue minimum INCLUSION: *Session Room/s, tables and chairs with skirting, projector, sound system, microphones, unlimited coffee with sugar and creamer, Buffer for 3 persons						
TOTAL							
Date of Event		November 20, 2025					
Purpose		Procurement of Foods for the Orientation of School Heads, SNED and Select Receiving Teachers on the Development of Individualized Education Plan (IEP)					

PLEASE QUOTE: PER LOT / PER ITEM				SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX			
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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