



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 _____
Complete Company Address _____

Date: **September 05, 2025**
RFQ No.: **2025-09-145**
PR No.: **2025-09-0145**
ABC: **P 65,800.00**
PHILGEPS Ref. No.: **12391941**

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.: **2025-09-145**
PR No.: **2025-09-0145**
PHILGEPS Reference No.: **12391941**
- 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 Orientation on the Induction Program for Beginning Teachers (IPBT) (Activity Request#AR-2025-D6473-00077)				Unit Price	Total Price	Yes	No
1	AM Snack: palabok, chicken empanada, bottled water	94	pax				
2	Lunch: Steamed rice, grilled chicken, lumpiang shanghai, chopsuey, crab and corn soup, fresh fruits	94	pax				
3	PM Snack: hamburger and fries, juice in can	94	pax				
	Inclusion: session room with strong wifi connection, projector and projector screen, sound system, overflowing supply of coffee, buffer for 3 pax, token for 10 resource persons						
TOTAL							
Date of Event		October 07, 2025					
Purpose		Procurement of Foods for the Orientation on the Induction Program for Beginning Teachers (IPBT)					

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 _____



Address: Brgy. Potos, Tayabas City
Telephone No.: (042) 785-9615
Email Address: tayabas.city@deped.gov.ph
Website: <https://www.sdotayabascity.ph>