



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: 5px;">Name of Company</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Complete Company Address</div>	<div style="display: flex; justify-content: space-between;"> <div> Date: RFQ No.: PR No.: ABC: PHILGEPS Ref. No.: </div> <div> September 05, 2025 2025-09-146 2025-09-0146 ₱ 28,700.00 N/A </div> </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.: 2025-09-146
PR No.: 2025-09-0146
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 (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 Orientation on the Induction Program for Beginning Teachers (IPBT) (Activity Request#AR-2025-D6473-00077)				Unit Price	Total Price	Yes	No
1	Supplies: Expanding file folder with buckle, organizer	56	piece				
2	Manila paper, whole size, not cut	150	piece				
3	Masking Tape, 1 inch, 50 yards/roll	30	piece				
4	Certificate Holder/Jacket, A4, Plastic	20	piece				
5	Certificate frame, Frame preferably elegant design, plastic, wood materials, A4 size, glass cover	10	piece				
6	vellum board paper, A4 180gsm/10/pack	10	pack				
7	colored paper, genuine vibrant colors, 80 gsm, long, assorted,250 sheets/pack	4	pack				
8	A4 Bond Paper, s20/70 gsm, Multipurpose copy paper, 500 pcs/ream, high quality, white	5	ream				
9	Long Bond Paper, Multi - Purpose 70 gsm, 500 pcs/Ream, white, High Quality	4	ream				

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Request For Quotation for the Procurement of Supplies for the Orientation on the Induction Program for Beginning Teachers (IPBT) (Activity Request#AR-2025-D6473-00077)				Unit Price	Total Price	Yes	No
10	Office storage box with lid and open handles Specifications: Composition/Material: Strong, thick and durable board, Size: minimum 0.10inch/0.4cm thickness Size: 11 in x 15.5 in X 11 in preferably transparent	5	box				
11	Scissors, symmetrical/asymmetrical	5	piece				
12	Stapler, standard type	5	piece				
TOTAL							
Date of Event			October 07, 2025				
Purpose			Procurement of Supplies 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