



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 19, 2025
Complete Company Address	RFQ No.: 2025-09-152
	PR No.: 2025-09-0152
	ABC: P 47,925.00

PHILGEPS Ref. No.: N/A

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

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.: 2025-09-152
PR No.: 2025-09-0152
PHILGEPS Reference No.: N/A

4. Delivery period must be at least within fifteen (15) 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.

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 Provision of Office Equipment and Furniture for the Newly Created SDO Tayabas City Procurement Office (Activity Request#AR-)				Unit Price	Total Price	Yes	No
1.	Office Table, Laminated Wood, minimum Size: 140 x 60 x 76 cm (±3cm), Color: Wenge/Dark Oak, Right: 1 full pull-out sliding drawer and 1 slab-open panel drawer (1 central locking system), Center: 1 full pull-out sliding drawer and central lock, Left: 3 full pull-out sliding drawers□	3	unit				
2.	Office Chair, Swivel with star-base and mesh back rest fabric, Adjustable height and 360 degrees swivel function, Durable and Good quality Material for Frame, Standard Adult Size that can withstand Full adult's weight up to 150kg (Chair Dimensions: min 59(W) x 48(D) x 97(H) cm), Foam seat with Arm and back rest, Ergonomic Design, Color: Black□	3	unit				

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Request For Quotation for the Provision of Office Equipment and Furniture for the Newly Created SDO Tayabas City Procurement Office (Activity Request#AR-)				Unit Price	Total Price	Yes	No
3.	4 drawer vertical filing cabinet Features: anti-tilt mechanism and central locking system Compatible with A4, short and legal size documents Made with durable environmental cold-rolled steel Finish: electrostatic coating with anti-rust protection Dimension: H1320 x W460 x D620 mm Color Beige, Light Grey or Black Weight: 43 kgs. Include (s): Keys, metal file bar and plastic file dividers	1	unit				
TOTAL							
Date of Event		N/A					
Purpose		Provision of Office Equipment and Furniture for the Newly Created SDO Tayabas City Procurement Office					

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 receipt 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