



Republic of the Philippines  
**Department of Education**  
 REGION IV- A CALABARZON  
 CITY SCHOOLS DIVISION OF CITY OF TAYABAS  
**REQUEST FOR QUOTATION (RFQ)**

<b>Name of Company</b>	Date: <b>October 08, 2025</b>
	RFQ No.: <b>2025-10-169</b>
	PR No.: <b>2025-10-0169</b>
	ABC: <b>P 8,905.00</b>
<b>Complete Company Address</b>	PHILGEPS Ref. No.: <b>N/A</b>

**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 **November 3, 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.: 2025-10-169**  
**PR No.: 2025-10-0169**  
**PHILGEPS Reference No.: N/A**

- 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: <b>PER LOT / PER ITEM</b>				<b>SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX</b>			
ITEM NO.	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY.	UNIT	<b>FINANCIAL PROPOSAL</b> (Indicate the Price Offer)		<b>TECHNICAL PROPOSAL</b> (Indicate Brand/ Model Offer)	
<b>Request For Quotation for the Procurement of Supplies for the Utilization of the Program Support Fund for the National Achievement Test (NAT) Grade 6 (Activity Request#AR-2025-SARO-</b>				Unit Price	Total Price	Yes	No
1	Office Printer, Function: Printing Only, Print speed of up to 9.0 ipm (black) and 4.8 ipm (colour) • Ultra-high page yield of 4,500 pages (black) and 7,500 pages (colour) • 2-year warranty or 20,000	1	pcs				
2	Masking Tape, 1 inch	5	pcs				
3	Scotch Tape, 1 inch - lin x 50 yards	5	pcs				
4	Packaging Tape, 2 inches - 2in x 50 yards (Tan)	5	pcs				
5	Epson Ink Refill Bottle, Black, Ink Code 664, Dye-base Ink, Genuine/Authentic, 70ml, 1 bottle/box, Shelf Life	1	set				
6	Black ballpen 0.5	2	pcs				
<b>TOTAL</b>							
Date of Event		<b>N/A</b>					
Purpose		<b>Procurement of Supplies for the Utilization of the Program Support Fund for the National Achievement Test (NAT) Grade 6</b>					

PLEASE QUOTE: <b>PER LOT / PER ITEM</b>				<b>SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX</b>			
<b>ITEM NO.</b>	<b>ITEM DESCRIPTION</b> (Item Name & Technical Specifications)	<b>QTY.</b>	<b>UNIT</b>	<b>FINANCIAL PROPOSAL</b> (Indicate the Price Offer)		<b>TECHNICAL PROPOSAL</b> (Indicate Brand/ Model Offer)	
<b>Request For Quotation for the Procurement of Supplies for the Utilization of the Program Support Fund for the National Achievement Test (NAT) Grade 6 (Activity Request#AR-2025-SARO-</b>				<b>Unit Price</b>	<b>Total Price</b>	<b>Yes</b>	<b>No</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 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