



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: October 08, 2025
RFQ No.: 2025-10-170
PR No.: 2025-10-0170
ABC: P 30,310.00
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 October 20, 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.: 2025-10-170
PR No.: 2025-10-0170
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: 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 Supply and Delivery of Cleaning Supplies for Division Post Election Activities (Activity Request#AR-2025-SARO-ETF-PRO-001)				Unit Price	Total Price	Yes	No
1	Broom, Walis Tambo, Wooden Handle (Machine churned finish), Handle Diameter: 19 mm (min), Handle Length: 545 mm (min), With Upper and lower stitches and Usable Tiger grass/Anjura Fiber (270 mm - min)	10	piece				
2	Glass cleaner with spray, Multi-surface Cleaner with streak free shine. 500ml	24	bottle				
3	Bleaching Solution, Liquid, Removes stains and bacteria, whitens, 1 Gal	24	gallon				
4	Detergent Powder, All purpose, 1kg (min)/ pack	50	pack				
5	Foot Rug, Good Quality, Thick Sewn/Layered Cotton, approx. 14*20inches	20	piece				
6	Floor mop with Spin dry Bucket, set of mop and bucket, Microfiber Mop Head, Mop Head with 360 rotation, Replaceable head, thick and durable plastic bucket with handle, minimum size: 46 x 25 x 21 cm	5	set				
7	Garbage bin, 50L, with ergonomic revolving cover, Red/green/blue cover color with black body	5	unit				

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Request For Quotation for the Supply and Delivery of Cleaning Supplies for Division Post Election Activities (Activity Request#AR-2025-SARO-ETF-PRO-001)				Unit Price	Total Price	Yes	No
8	Trash Bag XXL, 18.5x18.5x40, 10 pcs/roll, Black	20	roll				
9	Nylon Thread #300, 3.0mm	4	roll				
TOTAL							
Date of Event			N/A				
Purpose			Supply and Delivery of Cleaning Supplies for Division Post Election Activities				

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