



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 09, 2025
 RFQ No.: 2025-10-171
 PR No.: 2025-10-0171
 ABC: P 4,750.00
 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 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.: 2025-10-171
PR No.: 2025-10-0171
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 Procurement of Supplies and Materials for GAD Activities 2025 (Activity Request#AR-2025-D6472-00197)				Unit Price	Total Price	Yes	No
1	Tarpaulin, 4ft x 8 ft (End-user shall provide layout)	2	piece				
2	Certificate Holder/Jacket, A4, Plastic	6	piece				
3	Colored Paper, Genuine Vibrant Colors, 80 gsm, Long, Assorted	2	pack				
4	A4 Bond Paper, s20/70gsm, Multi-purpose Copy Paper, 500pcs/ream, High Quality, White	6	ream				
5	Certificate frame, Frame preferably elegant design, plastic, wood materials, A4 size, glass cover	2	piece				
6	Masking tape, 1 inch, 50 years/ roll	6	piece				
TOTAL							
Date of Event		November 2025					
Purpose		Procurement of Supplies and Materials for GAD Activities 2025					

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