



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: 10px;">Name of Company</div> <div style="border-bottom: 1px solid black;">Complete Company Address</div>	<div style="margin-bottom: 5px;">Date: <u>October 14, 2025</u></div> <div style="margin-bottom: 5px;">RFQ No.: <u>2025-10-173</u></div> <div style="margin-bottom: 5px;">PR No.: <u>2025-10-0173</u></div> <div style="margin-bottom: 5px;">ABC: <u>P 210,000.00</u></div> <div style="margin-bottom: 5px;">PHILGEPS Ref. No.: <u>12488314</u></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 October 20, 2025 at 9:00 am to the address listed above.

CONRADO C. GABARDA
BAC Vice Chairperson

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.: 2025-10-173
PR No.: 2025-10-0173
PHILGEPS Reference No.: 12488314
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.

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 Foods and Accomodation for the Conduct of Division Training Workshop on the Adjustment of AIP and Preparation of WFP VS NEP for FY 2026 (Activity Request#AR-2025-D6472-00200)				Unit Price	Total Price	Yes	No
1	DAY 1 Breakfast - Buffet Breakfast Lunch - Spareribs Sinigang sa Gabi, Crispy Tilapia with Tomates and Onion Salsa, Pandan Rice, Ube Panna cotta, Chilled Fruit Juice. PM Snack - Maruyang Saging, Brewed Coffee Dinner - Chicken tinola, Grilled Boneless Bangus, Lumpiang Togue, Pandan Rice, Maja Mais, Chilled Fruit Juice.	35	pax				

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2	DAY 2 Breakfast - Buffet Breakfast AM Snacks - Spaghetti Filipino Style with Butter Roll, Iced Tea Lunch - Sinigang Soup, Pork Menudo, Fish Rebusado, Buttered Baguio Beans, Pandan Rice, Turones, Chilled Fruit Juice. PM Snack - Suman sa Lihya, Brewed Coffee Dinner - Kalabasa and Malunggay soup, Chicken Adobo, Crispy Fried Tilapia, Ginisang Sayote, Pandan rice, Buko Pandan, Chilled Fruit Juice.	35	pax				
3	DAY 3 Breakfast - Buffet Breakfast AM Snacks - Sotanghon Guisado, Iced Tea Lunch - Pork pocherong Tagalog, Inihaw na Tilapia, Pandan Rice, Leche Flan, Chilled Fruit Juice PM Snack - Hotdog Sandwich, Brewed Coffee	35	pax				
	INCLUSIONS: Accommodation: Aircondition Rooms with basic bathroom amenities, 60cable channel TV, hot and cold shower bath, Free Wifi Access in all hotel areas. Function Hall: Usage of function room for 8 hours, Free flowing Coffee, Classroom Set-up, Complimentary use of LCD and wide screen, Free use of basic sound system, Whiteboard with marker, Free Wifi at Functionn room and Hotel Lobby						
TOTAL							
Date of Event		October 22-24, 2025					
Purpose		Procurement of Foods and Accommodation for the Conduct of Division Training Workshop on the Adjustment of AIP and Preparation of WFP VS NEP for FY 2026					

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