



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; margin-bottom: 10px;">Complete Company Address</div>	<table border="0"> <tr><td>Date:</td><td>October 10, 2025</td></tr> <tr><td>RFQ No.:</td><td>2025-10-175</td></tr> <tr><td>PR No.:</td><td>2025-10-0175</td></tr> <tr><td>ABC:</td><td>P 34,061.00</td></tr> <tr><td>PHILGEPS Ref. No.:</td><td>N/A</td></tr> </table>	Date:	October 10, 2025	RFQ No.:	2025-10-175	PR No.:	2025-10-0175	ABC:	P 34,061.00	PHILGEPS Ref. No.:	N/A
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ABC:	P 34,061.00										
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.: 2025-10-175  
PR No.: 2025-10-0175  
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 Provision of Services for printing the Pre Test and Mid Test Administration of the Dynamic Learning Program Assessment (DLPA) (Activity Request#AR-2025-SARO-SGOD-PRO-039)				Unit Price	Total Price	Yes	No
1	Photocopying Service - Printed in A4, 80gsm	34061	pc				
TOTAL							
Date of Event		September - December 2025					
Purpose		Procurement of Printing Services for the Pre-Test and Mid-Test Administration of the Dynamic Learning Program Assessment (DLPA)					

**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