



**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>	<div style="margin-bottom: 5px;">Date: <u>October 13, 2025</u></div> <div style="margin-bottom: 5px;">RFQ No.: <u>2025-10-177</u></div> <div style="margin-bottom: 5px;">PR No.: <u>2025-10-0177</u></div> <div style="margin-bottom: 5px;">ABC: <u>P 46,200.00</u></div> <div style="margin-bottom: 5px;">PHILGEPS Ref. No.: <u>N/A</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.

**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.: 2025-10-177**  
**PR No.: 2025-10-0177**  
**PHILGEPS Reference No.: N/A**
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.

**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 Foods for the Implementation of Reproductive Health Education cum Planning for Adolescent Learners for Functional CSE-ARH Convergence (Activity Request#AR-2025-SARO-SGOD-PRO-042)				Unit Price	Total Price	Yes	No
1	AM Snack Palabok, Turon, Sago Gulaman	66	pax				
2	Lunch Tinola soup, Steamed Rice, Lechon Kawali, Vegetable Kare Kare, Coffee Jelly, Bottled Water	66	pax				
3	PM Snack Cheeseburger,Fries, Juice in Can	66	pax				
	INCLUSIONS: Air-conditioned venue for plenary and workshop (66 pax capacity), sound system, LCD overhead projector, projector screen, movable tables for group workshop, with High-Speed Internet Connection, coffee table with coffee, sugar and creamer, water dispenser with supply of water, Buffer for 5 pax						
TOTAL							
Date of Event		November 05, 2025					
Purpose		Procurement of Foods for the Implementation of Reproductive Health Education cum Planning for Adolescent Learners for Functional CSE-ARH Convergence					

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 Foods for the Implementation of Reproductive Health Education cum Planning for Adolescent Learners for Functional CSE-ARH Convergence (Activity Request#AR-2025-SARO-SGOD-PRO-042)</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 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