



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	Date: October 14, 2025
	RFQ No.: 2025-10-184
	PR No.: 2025-10-0184
Complete Company Address	ABC: P 46,474.00
	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.: 2025-10-184
PR No.: 2025-10-0184
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 for the Conduct of Enhancing Learners' Numeracy Skills through Project NUMERO (Numeracy Understanding and Mastery for Educational Readiness and Outcomes): A Strategic Approach to Foundational Math Mastery (Activity Request#)				Unit Price	Total Price	Yes	No
1	Training Kit plastic envelope, notebook, bond paper, ball pen (Key Stage 1)	130	pax				
2	Training Kit - plastic envelope, notebook, bond paper, ball pen (Key Stage 2)	130	pax				
3	Manila Paper, Whole Size (not cut)	20	piece				
4	Vellum Board Paper, A4 180gsm, 10/pack	4	pack				
5	TAPE, masking, 24mm	4	roll				
6	Certificate Holder/Jacket, A4, Plastic	5	piece				
7	Ballpen, Ordinary, Retractable, and non-gel pen	1	piece				
TOTAL							
Date of Event		November 17-19, November 25-27 2025					
Purpose		Procurement of Supplies for the Conduct of Enhancing Learners' Numeracy Skills through Project NUMERO (Numeracy Understanding and Mastery for Educational Readiness and Outcomes): A Strategic Approach to Foundational Math Mastery					

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 for the Conduct of Enhancing Learners' Numeracy Skills through Project NUMERO (Numeracy Understanding and Mastery for Educational Readiness and Outcomes): A Strategic Approach to Foundational Math Mastery (Activity Request#)			Unit Price	Total Price	Yes	No

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