



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 28, 2025
	RFQ No.: 2025-10-191
	PR No.: 2025-10-0191
	ABC: P 64,795.00
Complete Company Address	PHILGEPS Ref. No.: 12535046

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.: 2025-10-191
PR No.: 2025-10-0191
PHILGEPS Reference No.: 12535046

- 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**

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 Prouement of Supplies for the 2025 City Division Athletic Association Meet (Activity Request#AR-2025-SARO-SGOD-PRO-043)				Unit Price	Total Price	Yes	No
1	Gold medals (5cm)	100	pcs				
2	Silver medals (5cm)	258	pcs				
3	Bronze Medals(5cm)	250	pcs				
4	Bond paper A4	5	reams				
5	Bond paper long	5	reams				
6	Specialty paper (vellum board)	50	packs				
7	Gel Sign Pen Ballpen 0.5mm Smooth Writing Black Ink	5	pcs				
8	Ordinary ballpen	20	pcs				
9	Original Genuine Epson 001 Ink Bottle for L6290 (BCYM) Set of 4 colors	1	set				
10	Clipboard Long W Cover Wire Clip Board Material Vertical	4	pcs				
11	Customized Cut Nylon Rope 10 meters (10mm) High Quality Polyethylene	1	pack				
12	Packaging Tape 3's 48mm X 45M	15	pcs				
13	Basketball net Regulation size basketball nets > Standard 12 loops > Material: Polyester, polypropylene, etc. > Packed 1 piece per polybag, All Weather White	2	pcs				

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 2025 City Division Athletic Association Meet (Activity Request#AR-2025-SARO-SGOD-PRO-043)				Unit Price	Total Price	Yes	No
14	Adult Single-Material Boxing transparent Mouthguard	20	pcs				
15	1kg Plastic twine straw rope (white)	20	roll				
16	Latex paint	1	gallon				
17	Premium official tennis ball	8	cans				
TOTAL							
Date of Event		November 06-08, 2025					
Purpose		Procurement of Supplies and Other Sport Materials for the 2025 City Division Athletic Association Meet					

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