



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 29, 2025
	RFQ No.: 2025-10-193
	PR No.: 2025-10-0193
	ABC: P 204,000.00
Complete Company Address	PHILGEPS Ref. No.: 12541164

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 **9:30 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.: 2025-10-193
PR No.: 2025-10-0193
PHILGEPS Reference No.: 12541164

- 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 <small>(Item Name & Technical Specifications)</small>	QTY.	UNIT	FINANCIAL PROPOSAL <small>(Indicate the Price Offer)</small>		TECHNICAL PROPOSAL <small>(Indicate Brand/ Model Offer)</small>	
Request For Quotation for the Procurement of Foods and Accommodations for the Conduct of Division Orientation on the Administration and Utilization of the Rapid Mathematics Assessment: Development of Intervention and Enrichment Materials (Activity Request#2025-SARO-CID-PRO-013)				Unit Price	Total Price	Yes	No
1	Day 1 buffet breakfast: rice, scrambled egg, 2 viands, fresh fruits, hot chocolate/coffee/tea	34	pax				
2	Day 1 am plate snack: pasta, juice and lemon water	34	pax				
3	Day 1 buffet lunch: soup, vegetables, 2 viands (meat and fish), rice, dessert, juice & lemon water	34	pax				
4	Day 1 pm plated snack: sandwich, juice & lemon water	34	pax				
5	Day 1 buffet dinner: soup, vegetables, 2 viands (meat and fish), rice, dessert, juice & lemon water	34	pax				
6	Day 2 buffet breakfast: rice, scrambled eggs, 2 viands, fresh fruits, hot chocolate/coffee/tea	34	pax				
7	Day 2 am plated snack: sandwich, juice & lemon water	34	pax				
8	Day 2 buffet lunch: soup, vegetables, 2 viands (meat and fish), rice, dessert, juice & lemon water	34	pax				
9	Day 2 pm snack: pasta, juice & lemon water	34	pax				
10	Day 2 buffet dinner: soup, vegetables, 2 viands (meat and fish), rice, dessert, juice & lemon water	34	pax				

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Request For Quotation for the Procurement of Foods and Accommodations for the Conduct of Division Orientation on the Administration and Utilization of the Rapid Mathematics Assessment: Development of Intervention and Enrichment Materials (Activity Request#2025-SARO-CID-PRO-013)				Unit Price	Total Price	Yes	No
11	Day 3 buffet breakfast: rice, scrambled eggs, 2 viands, fresh fruits, hot chocolate /coffee /tea	34	pax				
12	Day 3 am plate snack: pasta, juice & lemon water	34	pax				
13	Day 3 buffet lunch: soup, vegetables, 2 viands (meat and fish), rice, dessert, juice & lemon water	34	pax				
14	Day 3 pm plated snack: sandwich, juice & lemon water	34	pax				
15	Accommodation (INCLUSIONS): Day 1-3: Free use of fully Air-conditioned venue, complete set-up of sound system with PA, 3-4 sets wireless microphones, whiteboard with markers, pads and pen, Philippine Flag/ National Anthem Song, Podium, 2 sets of LCD overhead projector with widescreen, extension cords, flipchart with standee, CD/DVD Player, tables, chairs, free unlimited strong Wi-Fi connection for 34 persons (lobby lounge, training hall and bedroom), free flowing coffee with supply of sugar, creamer, tea, chocolate, candies, and mints during conference proper, water dispenser with overflowing supply of water, No extra charge for electricity of laptops of all participants, free use of safety deposit box, free use of spacious parking lot, 3x9 and 6x8 Welcome Streamer, free use of swimming pool from 8:00 am - 10:00 pm.	68	pax				
TOTAL							
Date of Event		November 06- 08, 2025					
Purpose		Procurement of Foods and Accommodations for the Conduct of Division Orientation on the Administration and Utilization of the Rapid Mathematics Assessment: Development of Intervention and Enrichment Materials					

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