



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 30, 2025
	RFQ No.: 2025-10-195
	PR No.: 2025-10-0195
	ABC: P 316,712.00
Complete Company Address	PHILGEPS Ref. No.: 12544946

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 5, 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.: 2025-10-195
PR No.: 2025-10-0195
PHILGEPS Reference No.: 12544946

- 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 Division Orientationa and Utilization of the Rapid Mathematics Assessment (Activity Request#)				Unit Price	Total Price	Yes	No
1	Paper, Multi-Purpose, White, A4,s20/70gsm, high quality, 500 sheets/ream	918	ream				
2	Paper, Multi-Purpose, White, Long, s20/70gsm, high quality, 500 sheets/ream	40	ream				
3	Staple Wire, Leg Length: 13mm, 23/13, Heavy Duty, 1000 staples/box	50	box				
4	Epson Ink Refill Bottle, Black, Ink Code 003, Dye-base Ink, Genuine/Authentic, 65ml, 1 bottle/box, Shelf Life at least 3 years or 36 months before expiration upon delivery	51	bottle				
5	Epson Ink Refill Bottle, Cyan, Ink Code 003, Dye-base Ink, Genuine/Authentic, 65ml, 1 bottle/box, Shelf Life at least 3 years or 36 months before expiration upon delivery	20	bottle				
6	Epson Ink Refill Bottle, Magenta, Ink Code 003, Dye-base Ink, Genuine/Authentic, 65ml, 1 bottle/box, Shelf Life at least 3 years or 36 months before expiration upon delivery	20	bottle				

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7	Epson Ink Refill Bottle, Yellow, Ink Code 003, Dye-base Ink, Genuine/Authentic, 65ml, 1 bottle/box, Shelf Life at least 3 years or 36 months before expiration upon delivery	20	bottle				
8	Gelpen Color: Black, Fine Tip Ballpen = 0.50 mm rollerball tip, with removable cap	30	piece				
9	CERTIFICATE HOLDER Certificate Holder, Plastic, For Portrait or Landscape Certificates, Size up to 9 x 12 inches, Super Clear Transparency, Color: Navy Blue	100	piece				
10	FOLDER Fancy/Colored Folder with Sliding, Orange, Thick, For documents up to Legal/Long Documents	98	piece				
11	PERMANENT MARKER Marker, Permanent Marker, Broad Tip, Black, Refillable, Xylene Free Markers, Environmentally Friendly, Dries instantly	25	piece				
12	WHITE BOARD MARKER Marker, White Board Marker, Bullet/Fine Tip, Black, Refillable, Erasable, NonToxic Ink, Alcohol-Based	25	piece				
13	STICKY NOTES Notepad, Stick-on, 76mm x 100mm, 100 sheets/pad, neon colored	50	pad				
14	COLORED PAPER Paper, Colored, Vibrant Color, Size: 8.5 x 11 inch, 250 sheets/ream, Sub 24/80gsm, Premium Color Assorted	20	ream				
15	Tape, Double Sided, 24 mm	49	roll				
16	Tape, masking, 48 mm, 25 yards	40	roll				
17	Tape, masking/paper tape, 1", 25 yards	50	Roll				
18	Epson Ink Refill Bottle, Black, Ink Code 001, Dye-base Ink, Genuine/Authentic, 127ml, 1 bottle/box, Shelf Life at least 3 years or 36 months before expiration upon delivery	20	bottle				
19	Epson Ink Refill Bottle, Cyan, Ink Code 001, Dye-base Ink, Genuine/Authentic, 70ml, 1 bottle/box, Shelf Life at least 3 years or 36 months before expiration upon delivery	20	Bottle				
20	Epson Ink Refill Bottle, Magenta, Ink Code 001, Dye-base Ink, Genuine/Authentic, 70ml, 1 bottle/box, Shelf Life at least 3 years or 36 months before expiration upon delivery	20	Bottle				
21	Epson Ink Refill Bottle, Yellow, Ink Code 001, Dye-base Ink, Genuine/Authentic, 70ml, 1 bottle/box, Shelf Life at least 3 years or 36 months before expiration upon delivery	20	Bottle				

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22	Binder Ring, Plastic Comb Binder Rings, 21 holes/A4 size/good for 100 sheets binding, 14mm 100pcs/box	2	box				
23	Binder Ring, Plastic Comb Binder Rings, 21 holes/A4 size/good for 100 sheets binding, 20mm 100pcs/box	2	box				
24	Plastic Folder, L-Type, Size: Short, Preferably One color	108	piece				
25	Board Paper, Specialty Paper, Thickness 120 gsm, SizeL 4A, White, 10 pcs/pack	100	pack				
TOTAL							
Date of Event		N/A					
Purpose		Procurement of Office Supplies for the Division Orientation and Utilization of the Rapid Mathematics Assessment					

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