



Republic of the Philippines  
Department of Education

REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF CITY OF TAYABAS

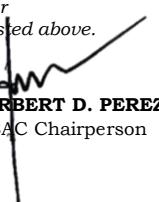
**REQUEST FOR QUOTATION (RFQ)**

Name of Company \_\_\_\_\_  
Complete Company Address \_\_\_\_\_

Date: November 13, 2025  
RFQ No.: 2025-11-205  
PR No.: 2025-11-0205  
ABC: P 189,000.00  
PHILGEPS Ref. No.: 12600313

**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 24, 2025 at 9:00 am to the address listed above.

  
HERBERT D. PEREZ  
BAC Chairperson

**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:
 

<b>Your Company Name</b>
<b>RFQ No.: 2025-11-205</b>
<b>PR No.: 2025-11-0205</b>
<b>PHILGEPS Reference No.: 12600313</b>
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.

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)	
<b>Request For Quotation for the Procurement of Foods for the conduct of the Division Gender and Development Presentation of Accomplishments, Planning and Gender Mainstreaming (Activity Request#AR-2025-D6472-00221)</b>							
1	Day 1: Spaghetti, garlic bread, cucumber juice	105	pax				
2	Lunch: Steamed rice, chicken fillet, fried bangus, stir fry vegetable, fruit salad, water	105	pax				
3	PM Snack: Burger, fries, Juice in can	105	pax				
4	Dinner: Steamed rice, chopsuey, fried pork, chicken tinola, mango tapioca, juice	105	pax				
5	Day 2: AM Snacks: Canton sotanghon, toasted bread, bottled water	105	pax				
6	Lunch: Steamed rice, roasted chicken, pork sinigang, stir fried vegetable, mango tapioca, juice	105	pax				
7	PM Snack: Baked mac, chiffon cake, juice in can	105	pax				

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)	
<b>Request For Quotation for the Procurement of Foods for the conduct of the Division Gender and Development Presentation of Accomplishments, Planning and Gender Mainstreaming (Activity Request#AR-2025-D6472-00221)</b>				Unit Price	Total Price	Yes	No
	Inclusion: Air-conditioned venue for the session, sound system, LCD overhead projector, projector screen, strong wifi connection, coffee table with supply of coffee, sugar and creamer, water dispenser with overflowing supply of water and buffer for 10 pax						
<b>TOTAL</b>							
Date of Event		<b>Decemeber 18-19, 2025</b>					
Purpose		<b>Procurement of Foods for the conduct of the Division Gender and Development Presentation of Accomplishments, Planning and Gender Mainstreaming</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 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