Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF CITY OF TAYABAS
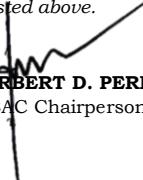
REQUEST FOR QUOTATION (RFQ)

Name of Company	
Complete Company Address	

Date:		November 17, 2025
RFQ No.:		2025-11-208
PR No.:		2025-11-0208
ABC:	₱	82,600.00
PHILGEPS Ref. No.:		12600552

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:

> ***Your Company Name***
> **RFQ No.: 2025-11-208**
> **PR No.: 2025-11-0208**
> **PHILGEPS Reference No.: 12600552**

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 Certicate)*
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**

ITEM NO.	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY.	UNIT	SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX			
				FINANCIAL PROPOSAL *(Indicate the Price Offer)*		**TECHNICAL PROPOSAL** *(Indicate Brand/Model Offer)*	
	Request For Quotation for the Procurement of Foods for the Capacity Building Activity on Building Community Linkages and Strengthening Professional Engagement Towards such Connections (Activity Request#)			**Unit Price**	**Total Price**	**Yes**	**No**
1	AM Snack: palabok, chicken empanada, bottled water	118	pax				
2	Lunch: Steamed rice, grilled chicken, lumpiang shanghai, chopsuey, crab and corn soup, fresh fruits	118	pax				
3	PM Snack: hamburger and fries, juice in can	118	pax				
4	Inclusion: session room with strong wifi connection, projector and projector screen, sound system, overflowing supply of coffee, buffer for 3 pax, token for 3 resource speakers						
	TOTAL						
	Date of Event	*December 4, 2025*					
	Purpose	*Procurement of Foods for the Capacity Building Activity on Building Community Linkages and Strengthening Professional Engagement Towards such Connections*					

Address: Brgy. Potol, Tayabas City
Telephone No.: (042) 785-9615
Email Address: tayabas.city@deped.gov.ph
Website: https://www.sdotayabascity.ph

ITEM NO.	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY.	UNIT	SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX			
	PLEASE QUOTE: **PER LOT / PER ITEM**			**FINANCIAL PROPOSAL** *(Indicate the Price Offer)*		**TECHNICAL PROPOSAL** *(Indicate Brand/Model Offer)*	
				Unit Price	Total Price	Yes	No
	Request For Quotation for the Procurement of Foods for the Capacity Building Activity on Building Community Linkages and Strengthening Professional Engagement Towards such Connections (Activity Request#)						

SUPPLIER/CONTRACTOR/CONSULTANTS CERTIFICATION

Atter 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

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