



Republic of the Philippines  
**Department of Education**  
REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF CITY OF TAYABAS

**REQUEST FOR QUOTATION (RFQ)**

<b>Name of Company</b>	Date: <b>November 17, 2025</b>
	RFQ No.: <b>2025-11-209</b>
	PR No.: <b>2025-11-0209</b>
	ABC: <b>P 36,320.00</b>
<b>Complete Company Address</b>	PHILGEPS Ref. No.: <b>N/A</b>

**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.

**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.: 2025-11-209**  
**PR No.: 2025-11-0209**  
**PHILGEPS Reference No.: N/A**

- 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: <b>PER LOT / PER ITEM</b>				<b>SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX</b>			
ITEM NO.	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY.	UNIT	<b>FINANCIAL PROPOSAL</b> (Indicate the Price Offer)		<b>TECHNICAL PROPOSAL</b> (Indicate Brand/ Model Offer)	
<b>Request For Quotation for the Procurement of Supplies for the Capacity Building Activity on Building Community Linkages and Strengthening Professional Engagement Towards such Connections (Activity Request#)</b>				Unit Price	Total Price	Yes	No
1	Supplies: Certificate Frame, Frame: Preferably elegant design, plastic/wood materials, A4 size, Glass cover	69	piece				
2	Epson Ink 003 Black	20	bottle				
3	Epson Ink 003 Cyan, Genuine	10	bottle				
4	Epson Ink 003,Magenta, Genuine	10	bottle				
5	Epson Ink 003, Yellow	10	bottle				
6	Certificate Holder/Jacket, A4, plastic	50	piece				
7	A4 bondpaper s20/70gs, multi purpose Copy paper 500pcs/ream,high quality white	10	ream				
8	Long Bond Paper, Multi - Purpose 70 gsm, 500 pcs/Ream, white, High Quality	5	ream				
9	Colored paper, genuine vibrant colors, 80gsm, long assorted,250 sheets/pack	5	pack				
10	Folder with tab, A\$, 100pieces per pack	1	pack				
11	Vellum board paper,A4 180gsm, 10/pack	5	pack				
12	Ballpen,ordinary, retractable and non gel pen	2	piece				
<b>TOTAL</b>							

PLEASE QUOTE: <b>PER LOT / PER ITEM</b>				<b>SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX</b>			
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 Supplies for the Capacity Building Activity on Building Community Linkages and Strengthening Professional Engagement Towards such Connections (Activity Request#)</b>				Unit Price	Total Price	Yes	No
Date of Event		N/A					
Purpose		<b>Procurement of Supplies for the Capacity Building Activity on Building Community Linkages and Strengthening Professional Engagement Towards such Connections</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