



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

**REQUEST FOR QUOTATION (RFQ)**

<div style="border-bottom: 1px solid black; margin-bottom: 10px;">Name of Company</div> <div style="border-bottom: 1px solid black;">Complete Company Address</div>	<div style="margin-bottom: 5px;">Date: <u>November 18, 2025</u></div> <div style="margin-bottom: 5px;">RFQ No.: <u>2025-11-213</u></div> <div style="margin-bottom: 5px;">PR No.: <u>2025-11-0213</u></div> <div style="margin-bottom: 5px;">ABC: <u>P 420,000.00</u></div> <div style="margin-bottom: 5px;">PHILGEPS Ref. No.: <u>12629962</u></div>
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**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 December 1, 2025 at 9:00 am to the address listed above.

**CONRADO C. GABARDA**  
BAC Vice 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.: 2025-11-213  
PR No.: 2025-11-0213  
PHILGEPS Reference No.: 12629962

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)	
Request For Quotation for the Procurement of Foods for the Division Orientation on the Administration and Utilization of the Rapid Mathematics Assessment: Development of HOTS-SOLO Learning Resources (Activity Request#AR-2025-SARO-CID-PRO-014)				Unit Price	Total Price	Yes	No
1	Day 1 am snack: canton guisado with slice bread, fruit juice tea	120	pax				
2	Day 1 buffet lunch: nido soup, oriental fried chicken, sweet and sour fish, chopsuey, chinese fried rice, lychees with almond, iced tea	120	pax				
3	Day 1 pm snack: buko pie, lemon ginger iced tea	120	pax				
4	Day 2 am snack: champorado, dilis, puto, fresh juice	120	pax				
5	Day 2 buffet lunch: rice, pork hamonado, fried chicken, chopsuey, wonton soup, fruit salad, fresh juice	120	pax				
6	Day 2 pm snack: toasted bread, carbonara, juice in can	120	pax				
7	Day 3 am snack: pancit habhab, crisp banana roll, orange juice	120	pax				
8	Day 3 buffet lunch: Sinigang na isda, chicken fillet with sauce, rice, broken glass, mushroom soup, fresh fruits	120	pax				
9	Day 3 pm snack: bibingka, palabok, juice in can	120	pax				
10	Day 4 am snack: han sandwich, french fries, pineapple juice	120	pax				

PLEASE QUOTE: <b>PER LOT / PER ITEM</b>				<b>SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX</b>			
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<b>Request For Quotation for the Procurement of Foods for the Division Orientation on the Administration and Utilization of the Rapid Mathematics Assessment: Development of HOTS-SOLO Learning Resources (Activity Request#AR-2025-SARO-CID-PRO-014)</b>				<b>Unit Price</b>	<b>Total Price</b>	<b>Yes</b>	<b>No</b>
11	Day 4 buffet lunch: sinampalukang manok, rice, corn soup, gelatin, cucumber juice	120	pax				
12	Day 4 pm snack: congee with chicken flakes and egg, toasted bread, juice in can	120	pax				
13	Day 5 am snack: pansit bihon with toasted bread, iced tea	120	pax				
14	Day 5 buffet lunch: rice, pork barbecue, fried tilapia, steamed vegetables, corn soup, fruit salad, fruit juice	120	pax				
15	Day 5 pm packed snack: chicken burger, pineapple juice in can	120	pax				
	Accommodation (INCLUSIONS): Day 1 to 5: 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 120 persons (lobby lounge, training hall), 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 spacious parking lot, 3x9 and 6x8 Welcome Streamer. Set up of tables and chairs for competition with 120 participants.						
<b>TOTAL</b>							
Date of Event		<b>May 11-15, 2026</b>					
Purpose		<b>Procurement of Foods for the Division Orientation on the Administration and Utilization of the Rapid Mathematics Assessment: Development of HOTS-SOLO Learning Resources</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 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