



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 18, 2025</b>
	RFQ No.: <b>2025-11-214</b>
	PR No.: <b>2025-11-0214</b>
	ABC: <b>P 216,000.00</b>
<b>Complete Company Address</b>	PHILGEPS Ref. No.: <b>12629994</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 **December 1, 2025** at **9:00 am** to the address listed above.

**CONRADO C. GABARDA**  
BAC Vice Chairperson

**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.: 2025-11-214**  
**PR No.: 2025-11-0214**  
**PHILGEPS Reference No.: 12629994**

- 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.

PLEASE QUOTE: **PER LOT / PER ITEM**

				<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 Board and Lodging for the Conduct of the Division Orientation on the Administration and Utilization of the Rapid Mathematics Assessment: Development of Learning Resources for Numeracy (Activity Request#AR-2025-SARO-CID-PRO-015)</b>				Unit Price	Total Price	Yes	No
1	Day 1 buffet breakfast: rice, scrambled egg, 2 viands, fresh fruits, hot chocolate/coffee/tea	36	pax				
2	Day 1 am plated snack: pasta, juice & lemon water	36	pax				
3	Day 1 buffet lunch: soup, vegetables, 2 viands (meat and fish), rice, dessert, juice & lemon water	36	pax				
4	Day 1 pm plated snack: sandwich, juice & lemon water	36	pax				
5	Day 1 buffet dinner: soup, vegetables, 2 viands (meat and fish), rice, dessert, juice & lemon water	36	pax				
6	Day 2 buffet breakfast: rice, scrambled eggs, 2 viands, fresh fruits, hot chocolate/coffee/tea	36	pax				
7	Day 2 am plated snack: sandwich, juice & lemon water	36	pax				
8	Day 2 buffet lunch: soup, vegetables, 2 viands (meat and fish), rice, dessert, juice & lemon water	36	pax				
9	Day 2 pm snack: pasta, juice & lemon water	36	pax				

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 Board and Lodging for the Conduct of the Division Orientation on the Administration and Utilization of the Rapid Mathematics Assessment: Development of Learning Resources for Numeracy (Activity Request#AR-2025-SARO-CID-PRO-015)</b>				Unit Price	Total Price	Yes	No
10	Day 2 buffet dinner: soup, vegetables, 2 viands (meat and fish), rice, dessert, juice & lemon water	36	pax				
11	Day 3 buffet breakfast: rice, scrambled eggs, 2 viands, fresh fruits, hot chocolate/coffee/tea	36	pax				
12	Day 3 am plate snack: pasta, juice & lemon water	36	pax				
13	Day 3 buffet lunch: soup, vegetables, 2 viands (meat and fish), rice, dessert, juice & lemon water	36	pax				
14	Day 3 pm plated snack: sandwich, juice & lemon water	36	pax				
15	Accommodation (INCLUSIONS): Day 1-3: 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 36 persons (lobby lounge, training hall and bedroom), 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 safety deposit box, free use of spacious parking lot, 3x9 and 6x8 Welcome Streamer, free use of swimming pool from 8:00 am - 10:00 pm.	72	pax				
<b>TOTAL</b>							
Date of Event		<b>January 29-31, 2026</b>					
Purpose		<b>Board and Lodging for the Conduct of the Division Orientation on the Administration and Utilization of the Rapid Mathematics Assessment: Development of Learning Resources for Numeracy</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