



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 18, 2025  
RFQ No.: 2025-11-215  
PR No.: 2025-11-0215  
ABC: P 50,000.00  
PHILGEPS Ref. No.: 12630019

**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.

**CONRADOC. 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:
 

|   |
|---|
| <b>Your Company Name</b>                |
| <b>RFQ No.: 2025-11-215</b>             |
| <b>PR No.: 2025-11-0215</b>             |
| <b>PHILGEPS Reference No.: 12630019</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<br>(Item Name & Technical Specifications)   | QTY.   | UNIT | FINANCIAL PROPOSAL<br>(Indicate the Price Offer) |             | TECHNICAL PROPOSAL<br>(Indicate Brand/ Model Offer) |    |
| <b>Request For Quotation for the Supply and Delivery of Foods for the Division Orientation on the Administration and Utilization of the Rapid Mathematics Assessment: Tayabas Mathematics Quest 2026 (Activity Request#AR-2025-SARO-CID-PRO-016)</b> |  |  |      |  |             |   |    |
| 1  | Day 1 am snack: Filipino-style spaghetti, toasted bread, juice in can  | 100  | pax  | Unit Price                                       | Total Price | Yes   | No |
| 2  | Day 1 lunch: nido soup, chopsuey, oriental fried chicken, sweet and sour fish, rice, buko pandan, juice in can | 100  | pax  |  |             |   |    |
| 3  | "INCLUSION:<br>*Food deliver, Buffer for 3 persons (for top management)"                                       |  |      |  |             |   |    |
| <b>TOTAL</b>   |  |  |      |  |             |   |    |
| Date of Event  |  | <b>March 13, 2026</b>  |      |  |             |   |    |
| Purpose  |  | <b>Supply and Delivery of Foods for the Division Orientation on the Administration and Utilization of the Rapid Mathematics Assessment: Tayabas Mathematics Quest 2026</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 \_\_\_\_\_