



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 20, 2025
RFQ No.: 2025-11-216
PR No.: 2025-11-0216
ABC: P 10,500.00
PHILGEPS Ref. No.: N/A

To Whom It May Concern:

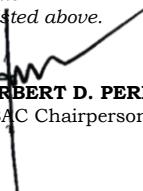
Please quote your lowest price/s on the lot or item/s below, subject to General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than November 24, 2025 at 9:00 am to the address listed above.

GENERAL CONDITIONS

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.: 2025-11-216
PR No.: 2025-11-0216
PHILGEPS Reference No.: N/A

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.


HERBERT D. PEREZ
BAC Chairperson

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 Pre-planning Meeting for the Conduct of the Division Orientations and Trainings for the Implementation of Flexible Learning Program				Unit Price		Yes					
1	AM Snack: Arroz Caldo, Fried saba or sweet potato, juice	15	pax								
2	Lunch: Rice, Crispy Kare-kare, Fried Fish, Sinigang na Baboy, Fruit Salad	15	pax								
3	PM Snack: Pancit Palabok, Maja Blanca, Juice in can	15	pax								
4	INCLUSION: Hall for 15 pax, Sound system, LCD overhead projector, projector screen, movable tables for group writing-workshop, strong wifi connection(15 persons), coffee table with overflowing supply of chocolate drink, coffee, sugar and creamer, water dispenser with overflowing supply of water, Buffer for 8 for Top Management										
TOTAL											
Date of Event		November 25, 2025									
Purpose		Procurement of Foods for the Pre-planning Meeting for the Conduct of the Division Orientations and Trainings for the Implementation of Flexible Learning Program									



Address: Brgy. Potol, Tayabas City

Telephone No.: (042) 785-9615

Email Address: tayabas.city@deped.gov.ph

Website: <https://www.sdotayabascity.ph>

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 Pre-planning Meeting for the Conduct of the Division Orientations and Trainings for the Implementation of Flexible Learning Program				Unit Price	Total Price	Yes	No

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