



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>December 05, 2025</b>
	RFQ No.: <b>2025-12-230</b>
	PR No.: <b>2025-12-0230</b>
<b>Complete Company Address</b>	ABC: <b>P 63,000.00</b>
	PHILGEPS Ref. No.: <b>12680813</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 15, 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.: 2025-12-230**  
**PR No.: 2025-12-0230**  
**PHILGEPS Reference No.: 12680813**

- 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: <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 an Uninterruptible Power Supply (UPS) unit and continuous form paper for payroll services. (Activity Request#)</b>				Unit Price	Total Price	Yes	No
1	<b>Uninterruptible Power Supply (UPS)</b> -1000VA/630W Energy Saving Technology Automatic Voltage regulation (AVR) Generator compatible Led Status Indicator Model: BU 1000EA Capacity: 1000VA Input: 220/230/240 Voltage Range: 165 ~ 280 Nominal Frequency: 50 ± 5, 60 ± 5 Output: 630W On Battery output Voltage: 230 ± 10% On Battery output Frequency: 50 ± 1%, 60 ± 1% Overload Protection: Circuit Breaker Physical: Brick Total UPS Receptacles Dimensions (W x H x D) (mm): 190 x 110.5 x 290 Weight (kg): 7 Battery: Sealed Lead-acid Sealed Maintenance Free Lead Acid Battery Typical Recharge Time: 8 Warning Diagnostics Indicators: Power On, Line Mode, Battery Mode, Low Battery Audible Alarms: Battery Mode, Low Battery, Overload, UPS Fault Environmental Operating Temperature: 0 ~ 40 Operating Relative Humidity: 0 ~ 90 Co	1	unit				
2	Continuous Form Paper (1ply) Size: 11 x 9 1/2 inches (280 mm x 241 mm) (70 GSM)	40	boxes				

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Request For Quotation for the Procurement of an Uninterruptible Power Supply (UPS) unit and continuous form paper for payroll services. (Activity Request#)				Unit Price	Total Price	Yes	No
<b>TOTAL</b>							
Date of Event		N/A					
Purpose		Procurement of an Uninterruptible Power Supply (UPS) unit and continuous form paper for payroll services.					

**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