



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: December 05, 2025
RFQ No.: 2025-12-230
PR No.: 2025-12-0230
ABC: P 63,000.00
PHILGEPS Ref. No.: 12680813

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.

CONRAD 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.: 2025-12-230
PR No.: 2025-12-0230
PHILGEPS Reference No.: 12680813

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 an Uninterruptible Power Supply (UPS) unit and continuous form paper for payroll services. (Activity Request#)							
1	Uninterruptable Power Supply (UPS) -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 °C	1	unit	Unit Price	Total Price	Yes	No
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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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 an Uninterruptible Power Supply (UPS) unit and continuous form paper for payroll services. (Activity Request#)				Unit Price		Total Price					
TOTAL											
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