



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	Date: December 09, 2025
	RFQ No.: 2025-12-231
	PR No.: 2025-12-0231
	ABC: P 370,906.22
Complete Company Address	PHILGEPS Ref. No.: 12680867

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.

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.: 2025-12-231
PR No.: 2025-12-0231
PHILGEPS Reference No.: 12680867

- Delivery period must be at least within fifteen (15) 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.

HERBERT D. PEREZ
BAC Chairperson

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

PLEASE QUOTE: PER LOT / PER ITEM				SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX			
ITEM NO.	ITEM DESCRIPTION <i>(Item Name & Technical Specifications)</i>	QTY.	UNIT	FINANCIAL PROPOSAL <i>(Indicate the Price Offer)</i>		TECHNICAL PROPOSAL <i>(Indicate Brand/ Model Offer)</i>	
Request For Quotation for the Supply and Delivery of Supplies and Materials for in-house Printing, Production and Distribution of Learning Resources for the Pilot Implementation of the Strengthened Senior High School (SHS) Curriculum (Activity Request#AR-2025-SARO-CID-PRO-018)				Unit Price	Total Price	Yes	No
1	Folder, L-type Plastic, Clear white, A4, 12/pack	50	Pack				
2	Folder, white, legal, 100pcs/pack	30	Pack				
3	Epson Ink Refill Bottle, Black, Ink Code 003, Dye-base Ink, Genuine/Authentic, 65ml, 1 bottle/box, Shelf Life atleast 3 years or 36 months before expiration upon delivery	40	Bottle				
4	Epson Ink Refl Bottle, Cyan, Ink Code 003 Dye-base Ink, Genuine/Authentic, 65ml, 1 bottle/box, Shelf Life atleast 3 years or 36 months before expiration upon delivery	25	Bottle				
5	Epson Ink Refill Bottle, Magenta, Ink Code 003, Dye base Ink, Genuine/Authentic, 65ml, 1 bottle/box, Shelf Life atleast 3 years or 36 months before expiration upon delivery	25	Bottle				

PLEASE QUOTE: PER LOT / PER ITEM				SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX			
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6	Epson ink Refill Bottle, Yellow, ink Code 003, Dye-base Ink, Genuine/Authentic, 65ml, 1 bottle/box, Shelf Life atleast 3 years or 36 months before expiration upon delivery	25	Bottle				
7	Paper, Multi-Purpose, A4, s20/70gsm, high quality	900	Ream				
8	Paper, Multi-Purpose, Long, s20/70gsm, high quality	295	Ream				
9	Plastic Binder Ring 20 holes for A4 size 100pcs/box 16mm	10	Box				
10	"Binder Ring, Plastic Comb Rinder Rings, 21 holes/A4 size/good for 100 sheets binding, 14mm 100pcs/box	10	Box				
11	Laminating Film, A4 220*310 (125mic), 100pcs per pack	2	Pack				
12	Label Printer Sticker, DK-22205, 1 roll/box, Black on White	4	Box				
13	Maintenance Box, Orginal/Genuine Epson T04D1 for Epson L14150 Printer box	8	Box				
14	Straw (Tali), White	20	Roll				
15	Clearsheet Protector for Archfile and Binders Size: for A4 and Short size documents 11 holes Thick plastic Material 20 pcs/pack	30	Pack				
16	Storage Box with Lid, Kraft Box, 10.25"x12.5"x15.75", Heavy Duty, Legal Size, Can be unfolded/folded (Collapsible), Tape-free assembly	50	Box				
TOTAL							
Date of Event		N/A					
Purpose		Supply and Delivery of Supplies and Materials for in-house Printing, Production and Distribution of Learning Resources for the Pilot Implementation of the Strengthened Senior High School (SHS) Curriculum					

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