



Republic of the Philippines  
Department of Education

REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF CITY OF TAYABAS

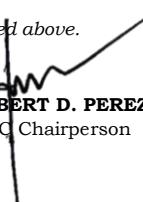
**REQUEST FOR QUOTATION (RFQ)**

Name of Company \_\_\_\_\_  
Complete Company Address \_\_\_\_\_

Date: December 09, 2025  
RFQ No.: 2025-12-231  
PR No.: 2025-12-0231  
ABC: P 370,906.22  
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.

  
HERBERT D. PEREZ  
BAC 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.: 2025-12-231  
PR No.: 2025-12-0231  
PHILGEPS Reference No.: 12680867

4. 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)
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)	
<b>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)</b>							
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 Refill 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				

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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	Unit Price	Total Price	Yes	No
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				
<b>TOTAL</b>							
Date of Event		<b>N/A</b>					
Purpose		<b>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</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

**Address:** Brgy. Potol, Tayabas City**Telephone No.:** (042) 785-9615**Email Address:** tayabas.city@deped.gov.ph**Website:** <https://www.sdotayabascity.ph>