



Republic of the Philippines  
Department of Education

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

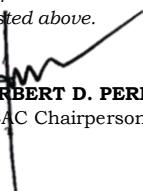
**REQUEST FOR QUOTATION (RFQ)**

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

Date: December 09, 2025  
RFQ No.: 2025-12-232  
PR No.: 2025-12-0232  
ABC: P 349,000.00  
PHILGEPS Ref. No.: 12680930

**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.: 2025-12-232  
PR No.: 2025-12-0232  
PHILGEPS Reference No.: 12680930

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 Equipment in support to the 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-019)</b>							
1	Office Printer, Brand New, Function: Print Only, Ink Tank Printer, Print speed up to 9.0 ipm (black) or higher, High page yield for consumables, Connectivity: USB, with minimum 2 years warranty on parts and services from the supplier	3	Unit	Unit Price	Total Price	Yes	No
2	A3 Multifunction Copier/printer: Print, Copy and Scan up to A3+ documents with ADF, Print speed up to 17 ipm (black) / 9.0 ipm (colored) or higher, Scanner: Flatbed (216 x 356 mm), Up to Legal Size documents, Number of Paper Trays: 2, Maximum Paper Handing: 329 x 1200mm, Preferably Highest Page Yield for consumables, Connectivity: USB, Wifi, Wifi-direct	2	Unit				

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 Equipment in support to the 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-019)</b>							
3	Document Scanner, Heavy Duty, Automatic Document Feeder (ADF), Monochrome and Colored Document Scanner, Sheet Fed Scanner, Scanning Speed: 35 ppm/70 ipm or more, Resolution up to 600 dpi x 600 dpi (Optical), ADF Capacity – 50 sheets (80g/m2), High daily duty cycle preferably 5,000 sheets or more, One-pass duplex scanning with paper protection function and sensor glass dirt detection, Interface: USB	1	Unit	Unit Price	Total Price	Yes	No
4	Office Laptop, Brand New with Office Home 2024 Specifications: - Processor: AMD Ryzen™ 7 5825U or equivalent - Operating System: Windows 11 - Graphics: AMD Radeon™ Graphics or equivalent - Memory: 16 GB, DDR4-3200 - Storage: 512 SSD - Screen Size: 15 inches or more Ports: should have at least VGA port (preferably HDMI), Card Reader, 2 usb port Multimedia: Audio, Speaker, Microphone, Camera Accesories: Laptop Charger and Bag	4	Unit				
<b>TOTAL</b>							
Date of Event		<b>N/A</b>					
Purpose		<b>Supply and Delivery of Equipment in support to the 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