



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.: 2025-12-232
	PR No.: 2025-12-0232
	ABC: P 349,000.00
Complete Company Address	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.

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

- 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 (Item Name & Technical Specifications)	QTY.	UNIT	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL (Indicate Brand/ Model Offer)	
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)				Unit Price	Total Price	Yes	No
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				
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 Handling: 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)	
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)				Unit Price	Total Price	Yes	No
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				
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 Accessories: Laptop Charger and Bag	4	Unit				
TOTAL							
Date of Event		N/A					
Purpose		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					

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