



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.:	2025-12-233
PR No.:	2025-12-0233
ABC:	P 27,000.00
PHILGEPS Ref. No.:	N/A

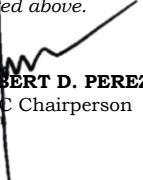
To Whom It May Concern:

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 12, 2025 at 9:00 am to the address listed above.

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.: 2025-12-233
PR No.: 2025-12-0233
PHILGEPS Reference No.: N/A


HERBERT D. PEREZ
BAC Chairperson

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 Foods for the conduct of Election Task Force (ETF) Post Performance Evaluation Activity (Activity Request#AR-2025-SARO-CID-PRO-020)				Unit Price	Total Price	Yes	No
1	Day 1: Breakfast: Daing na Bangus, Scrambled Egg, Garlic Rice, Watermelon, Coffee or Tea	15	pax				
2	Day 1: AM Snack: Congee with Egg and chicken flakes, Puto or Kutsinta, Bottled Water	15	pax				
3	Day 1 Lunch: Rice, Grilled Liempo, Seafoods Kare Kare, Nido Soup, Sweetened Banana, juice	15	pax				
4	Day 1 PM Snack: Empanada, Pansit lucban, Four season juice in can	15	pax				
5	Day 2 Breakfast: Longanisang lucban, Hardboiled Egg, Garlic Rice, watermelon, Coffee or Tea	15	pax				
6	Day 2 AM Snack: Chicken Mami with Egg, toasted siopao, Sagolites, bottled water	15	pax				
7	Day 2 Lunch: Rice, Fried Chicken, Pinakbet Special with Chicharon, Batchoy, Fruit Salad, iced tea	15	pax				
8	Day 2 PM Snack: Chicken Sandwich, Juice in can	15	pax				

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 Foods for the conduct of Election Task Force (ETF) Post Performance Evaluation Activity (Activity Request#AR-2025-SARO-CID-PRO-020)				Unit Price	Total Price	Yes	No
9	INCLUSIONS: Air-conditioned venue for 15pax, sound system, LCD overhead projector, projector screen, wifi connection for 15 pax, coffee table with overflowing supply of coffee, sugar and creamer, water dispenser with overflowing supply of water						
TOTAL							
Date of Event		December 15-16, 2025					
Purpose		Procurement of Foods for the conduct of Election Task Force (ETF) Post Performance Evaluation Activity					

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