



Republic of the Philippines
Department of Education
 REGION IV- A CALABARZON
 CITY SCHOOLS DIVISION OF CITY OF TAYABAS

REQUEST FOR QUOTATION (RFQ)

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| <div style="border-bottom: 1px solid black; margin-bottom: 10px;">Name of Company</div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">Complete Company Address</div> | <div style="margin-bottom: 5px;">Date: <u>December 09, 2025</u></div> <div style="margin-bottom: 5px;">RFQ No.: <u>2025-12-233</u></div> <div style="margin-bottom: 5px;">PR No.: <u>2025-12-0233</u></div> <div style="margin-bottom: 5px;">ABC: <u>P</u> <u>27,000.00</u></div> <div style="margin-bottom: 5px;">PHILGEPS Ref. No.: <u>N/A</u></div> |
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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
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.

HERBERT D. PEREZ
BAC Chairperson

| PLEASE QUOTE: PER LOT / PER ITEM | | | | SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX | | | |
|--|---|------|------|---|-------------|--|----|
| ITEM NO. | ITEM DESCRIPTION <small>(Item Name & Technical Specifications)</small> | QTY. | UNIT | FINANCIAL PROPOSAL <small>(Indicate the Price Offer)</small> | | TECHNICAL PROPOSAL <small>(Indicate Brand/ Model Offer)</small> | |
| 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