



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 12, 2025
RFQ No.: 2025-12-236
PR No.: 2025-12-0236
ABC: P 37,100.00
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 23, 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.: 2025-12-236
PR No.: 2025-12-0236
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 (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 Play-Based Instruction in Kindergarten: A 1-Day Capacity Building Program for Kindergarten Teachers (Activity Request#AR-2025-CID-PRO-021)											
1	AM SNACK Spaghetti, Chicken Ceasar Wrap, juice in can	53	pax								
2	LUCH Lechon Kawali, Sinampalokang Manok, Ensaladang Talong with salty egg, rice	53	pax								
3	PM SNACKS Pancit habhab, ensaymada, sago lites	53	pax								
4	Venue minimum INCLUSION: Session room/s, table and chairs with skirting, projector, sound system, microphones and strong internet connection, unlimited coffee with sugar and creamer. BUFFER for 3 Persons										
TOTAL											
Date of Event		<i>subject to changes on the actual date of conduct of the activity</i>									
Purpose		<i>Procurement of Foods for the Conduct of Play-Based Instruction in Kindergarten: A 1-Day Capacity Building Program for Kindergarten Teachers</i>									

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Request For Quotation for the Procurement of Foods for the Conduct of Play-Based Instruction in Kindergarten: A 1-Day Capacity Building Program for Kindergarten Teachers (Activity Request#AR-2025-CID-PRO-021)		Unit Price	Total Price	Yes	No		

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