



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

REQUEST FOR QUOTATION (RFQ)

<div style="border-bottom: 1px solid black; margin-bottom: 10px;">Name of Company</div> <div style="border-bottom: 1px solid black;">Complete Company Address</div>	<div style="margin-bottom: 5px;">Date: <u>December 17, 2025</u></div> <div style="margin-bottom: 5px;">RFQ No.: <u>2025-12-241</u></div> <div style="margin-bottom: 5px;">PR No.: <u>2025-12-0241</u></div> <div style="margin-bottom: 5px;">ABC: <u>P</u> <u>34,880.80</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 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.: 2025-12-241
PR No.: 2025-12-0241
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 Office Equipment and Supplies of COA and Accounting (Activity Request#AR-2025-D6472-00242)				Unit Price	Total Price	Yes	No
1	Computer Monitor 27" Screen Size: 27" Panel type: In-Plane Switching Resolution: at least 1920 x 1080 Refresh Rate: at least 120 Hz Response time: .5 ms (MPRT) Contrast Ratio: 1000:1 Color Coverage: 99% sRGB Color Depth: 8-bit Color Support: 16.7 million Backlight: WLED Connection Type: 2 x HDMI 2.1, 1xDP 1.4, 1x Audio Out (3.5mm) USB Type C With height adjustable stand for 27 inch screen size	2	unit				
2	Wireless Keyboard	1	unit				
3	File Box Heavy Duty 10x12x16	22	pc				
TOTAL							
Date of Event		N/A					
Purpose		Procurement of Office Equipment and Supplies of COA and Accounting					

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Request For Quotation for the Procurement of Office Equipment and Supplies of COA and Accounting (Activity Request#AR-2025-D6472-00242)				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 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