



Republic of the Philippines  
Department of Education

REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF CITY OF TAYABAS

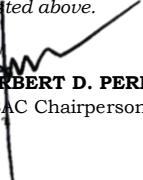
**REQUEST FOR QUOTATION (RFQ)**

Name of Company \_\_\_\_\_  
Complete Company Address \_\_\_\_\_

Date: December 17, 2025  
RFQ No.: 2025-12-242  
PR No.: 2025-12-0242  
ABC: P 124,439.47  
PHILGEPS Ref. No.: 12704117

**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.

  
HERBERT D. PEREZ  
BAC Chairperson

**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.: 2025-12-242
PR No.: 2025-12-0242
PHILGEPS Reference No.: 12704117

4. Delivery period must be at least within **seven (15) 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)	
<b>Request For Quotation for the Supply and Delivery of Additional Supplies and 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-021)</b>							
1	Steel Filing Cabinet, Vertical, 4 drawers, Coated preferably gray, 1 locking system	3	unit	Unit Price	Total Price	Yes	No
2	5 shelf Sliding Door Filing Cabinet, Glass Door with Lock, Metal body with coating	1	unit				
3	Stapler with Remover, heavy Duty, Durable Plastic Material with Metal Stainless frame, For 24/6 and 26/6 staples	5	unit				
4	Rotary Stapler, 360 Rotation, 2-50 sheets maximum staple capacity, Heavy Duty, Durable Plastic and Metal Frame Material	4	unit				
5	Metal Desk Tray, 3 Layers, Fixed, Sturdy and Durable	2	unit				
6	Long Plastic Ring Comb, Binding Ring, F4/Legal, 23 Holes, PVC Material, 100 sheets capacity, 100 pieces/box, 14 mm	10	Box				
7	Expanded Folder, Preferred Color: Green, 100 pcs/box	4	Box				

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ITEM NO.	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY.	UNIT	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL (Indicate Brand/Model Offer)	
<b>Request For Quotation for the Supply and Delivery of Additional Supplies and 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-021)</b>				Unit Price		Total Price	Yes
8	Bond Paper, Copier Paper, bright white, Size: A4, 70 gsm, 500 sheets/ream	250	Reams				No
9	Bond Paper, Copier Paper, bright white, Size: Long, 70 gsm, 500 sheets/ream	100	Reams				
10	Bond Paper, Copier Paper, bright white, Size: A3, 70 gsm, 500 sheets/ream	2	Reams				
<b>TOTAL</b>							
Date of Event		<b>N/A</b>					
Purpose		<b>Supply and Delivery of Additional Supplies and 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</b>					

**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