



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	Date: December 17, 2025
	RFQ No.: 2025-12-242
	PR No.: 2025-12-0242
	ABC: P 124,439.47
Complete Company Address	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.

GENERAL CONDITIONS

- All entries must be typewritten and legible;
- Bidders must submit the following eligibility requirements:
 - PHILGEPS Registration Certificate
 - DTI or SEC
 - Mayor's/Business Permit
 - Income/Business Tax Clearance
- 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

- 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)
- Item/s delivered must have **warranties** for unit replacements, parts, labor or other services;
- Price validity shall be for a period of three (3) months;
- Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract
- Transaction with City School Division of Tayabas shall mean compliance by the winning bidder with the bid and delivery
- 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 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)				Unit Price	Total Price	Yes	No
1	Steel Filing Cabinet, Vertical, 4 drawers, Coated preferably gray, 1 locking system	3	unit				
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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8	Bond Paper, Copier Paper, bright white, Size: A4, 70 gsm, 500 sheets/ream	250	Reams				
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				
TOTAL							
Date of Event		N/A					
Purpose		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					

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