



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.: 2025-12-243
	PR No.: 2025-12-0243
	ABC: P 63,000.00
Complete Company Address	PHILGEPS Ref. No.: 12704153

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.: 2025-12-243
PR No.: 2025-12-0243
PHILGEPS Reference No.: 12704153

- 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)
- 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 <i>(Item Name & Technical Specifications)</i>	QTY.	UNIT	FINANCIAL PROPOSAL <i>(Indicate the Price Offer)</i>		TECHNICAL PROPOSAL <i>(Indicate Brand/ Model Offer)</i>	
Request For Quotation for the Procurement of Heavy Duty Document Scanners for Official Use of Personnel/Payroll Unit of SDO Tayabas (Activity Request#AR-2025-OSDS-PRO-016)				Unit Price	Total Price	Yes	No
1	Desktop Document Scanner, Automatic Document Feeder (ADF) Scanner, Can scan in Duplex and Colored/Black and White, With continous feeder, High Speed Scanning at 40 ppm or faster (80 images per minute), Document Scanning Width - 50.5 mm to 215.0 mm or larger (multiple/single paper), Resolution: Up to 600 dpi × 600 dpi (Output), Up to 1,200 dpi × 1,200 dpi (Interpolated), Compatible with Windows 10 or higher, Interface: USB and LAN	2	Unit				
TOTAL							
Date of Event		N/A					
Purpose		Procurement of Heavy Duty Document Scanners for Official Use of Personnel/Payroll Unit of SDO Tayabas					

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 Heavy Duty Document Scanners for Official Use of Personnel/Payroll Unit of SDO Tayabas (Activity Request#AR-2025-OSDS-PRO-016)				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