



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.: 2025-12-244
	PR No.: 2025-12-0244
	ABC: P 324,000.00
Complete Company Address	PHILGEPS Ref. No.: 12704172

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.: 2025-12-244
PR No.: 2025-12-0244
PHILGEPS Reference No.: 12704172

- 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.

PLEASE QUOTE: **PER LOT / PER ITEM**

ITEM NO.	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY.	UNIT	SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX			
				FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL (Indicate Brand/Model Offer)	
				Unit Price	Total Price	Yes	No
Request For Quotation for the Procurement for the Division Orientation on the Administration and Utilization of the Rapid Mathematics Assessment: Post-Conference and Evaluation (Activity)							
1	Day 1 buffet breakfast: Rice, Scrambled Egg, Daing na Bangus, Pork Menudillo, Fresh Fruits, Hot Chocolate/Coffee/Tea	54	pax				
2	Day 1 am plate snack: Spaghetti with Garlic Bread, Juice and Lemon Water	54	pax				
3	Day 1 buffet lunch: Corn Chowder, Ampalaya Guisado, Pork Asado, Roasted Chicken, Rice, Leche Flan, Juice and Lemon Water	54	pax				
4	Day 1 pm plated snack: Egg Sandwich with Fries, Juice and Lemon Water	54	pax				
5	Day 1 buffet dinner: Cream of Mushroom Soup, Pot Roasted Pork w/ Mushroom Gravy, Sweet and Sour Fish Fillet, Buttered Baby Potatoes, Rice, Fruits in Season, Juice and Lemon Water	54	pax				
6	Day 2 buffet breakfast: Rice, Scrambled Eggs, Pork Adobo, Ham Hawaiian, Fresh Fruits, Hot Chocolate/Coffee/Tea	54	pax				
7	Day 2 am plated snack: Chicken Sandwich with Fries, Juice and Lemon Water	54	pax				

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 for the Division Orientation on the Administration and Utilization of the Rapid Mathematics Assessment: Post-Conference and Evaluation (Activity)				Unit Price	Total Price	Yes	No
8	Day 2 buffet lunch: Suam na Mais, Crispy Pork Kare-Kare w/ Bagoong, Pritong Tilapia, Steamed Eggplant and Okra, Rice, Mango Sago, Juice and Lemon Water	54	pax				
9	Day 2 pm snack: Baked Macaroni with Garlic Bread, Juice and Lemon Water	54	pax				
10	Day 2 buffet dinner: Molo Soup, Tokwa't Baboy, Grilled Tuna, Ginisang Togue w/ Tokwa, Rice, Assorted Fruits, Juice and Lemon Water	54	pax				
11	Day 3 buffet breakfast: Rice, Scrambled Eggs, Pork Tocino, Tinapang Salinas, Fresh Fruits, Hot Chocolate/Coffee/Tea	54	pax				
12	Day 3 am plate snack: Carbonara with Garlic Bread, Juice and Lemon Water	54	pax				
13	Day 3 buffet lunch: Bulalo Soup, Grilled Liempo, Pritong Tilapia, Chopsuey, Rice, Leche Flan, Juice and Lemon Water	54	pax				
14	Day 3 pm plated snack: BLT with Fries, Juice in can and Lemon Water	54	pax				
15	Accommodation (INCLUSIONS): Day 1-3: Free use of fully Air-conditioned venue, complete set-up of sound system with PA, 3-4 sets wireless microphones, whiteboard with markers, pads and pen, Philippine Flag/ National Anthem Song, Podium, 2 sets of LCD overhead projector with widescreen, extension cords, flipchart with standee, CD/DVD Player, tables, chairs, free unlimited strong Wi-Fi connection for 54 persons (lobby lounge, training hall and bedroom), free flowing coffee with supply of sugar, creamer, tea, chocolate, candies, and mints during conference proper, water dispenser with overflowing supply of water, No extra charge for electricity of laptops of all participants, free use of safety deposit box, free use of spacious parking lot, 3x9 and 6x8 Welcome Streamer, free use of swimming pool from 8:00 am - 10:00 pm. Buffer for 3 persons (top management)	54	pax				
TOTAL							
Date of Event		For conduct year 2026 (subject to changes on the actual date of conduct of the activity)					
Purpose		Board and Lodging for the conduct of Division Orientation on the Administration and Utilization of the Rapid Mathematics Assessment: Post-Conference and Evaluation					

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