



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>2025-12-245</u></div> <div style="margin-bottom: 5px;">PR No.: <u>2025-12-0245</u></div> <div style="margin-bottom: 5px;">ABC: <u>P 88,200.00</u></div> <div style="margin-bottom: 5px;">PHILGEPS Ref. No.: <u>12704186</u></div>
---	--

**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.: 2025-12-245**  
**PR No.: 2025-12-0245**  
**PHILGEPS Reference No.: 12704186**

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**

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: Generation of Items for Repository and Banking (Activity Request#)				Unit Price	Total Price	Yes	No
1	Day 1 am plate snack: Ginataang Bilo-Bilo with Puto, Juice and Lemon Water	63	pax				
2	Day 1 buffet lunch: Shrimp Sinigang, Pork Liempo Barbecue, Rice, Mango Sago, Juice and Lemon Water	63	pax				
3	Day 1 pm plated snack: Spaghetti with Garlic Bread, Juice and Lemon Water	63	pax				
4	Day 2 am plated snack: Chicken Mami with Egg, Pancake, Juice and Lemon Water	63	pax				
5	Day 2 buffet lunch: Molo Soup, Pork Hamonado, Fish Fillet w/ sauce, Chopsuey, Rice, Leche Flan, Juice and Lemon Water	63	pax				
6	Day 2 pm snack: Sotanghon Guisado w/ Pork Asado Siopao, Juice and Lemon Water	63	pax				

PLEASE QUOTE: <b>PER LOT / PER ITEM</b>				<b>SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX</b>			
<b>ITEM NO.</b>	<b>ITEM DESCRIPTION</b> (Item Name & Technical Specifications)	<b>QTY.</b>	<b>UNIT</b>	<b>FINANCIAL PROPOSAL</b> (Indicate the Price Offer)		<b>TECHNICAL PROPOSAL</b> (Indicate Brand/ Model Offer)	
<b>Request For Quotation for the Procurement for the Division Orientation on the Administration and Utilization of the Rapid Mathematics Assessment: Generation of Items for Repository and Banking (Activity Request#)</b>				<b>Unit Price</b>	<b>Total Price</b>	<b>Yes</b>	<b>No</b>
7	Day 1-2: 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 63 persons (lobby lounge, training hall), 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 spacious parking lot, 3x9 and 6x8 Welcome Streamer, Buffer for 3 persons (top management).		pax				
<b>TOTAL</b>							
Date of Event		For conduct year 2026, subject to changes on the actual date of conduct of the activity					
Purpose		Procurement of Foods for the Division Orientation on the Administration and Utilization of the Rapid Mathematics Assessment: Generation of Items for Repository and Banking					

**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