



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: <b>January 28, 2026</b>
Complete Company Address	RFQ No.: <b>2026-01-004</b>
	PR No.: <b>2026-01-0004</b>
	ABC: <b>P 408,000.00</b>
	PHILGEPS Ref. No.: <b>12750873</b>

**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 **February 2, 2026** 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.: 2026-01-004**  
**PR No.: 2026-01-0004**  
**PHILGEPS Reference No.: 12750873**

4. Delivery period must be at least within 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 (ABC);
8. Transaction with City School Division of Tayabas shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
9. Failure to comply with these conditions shall mean disqualification of your bid proposal.

PLEASE QUOTE: <b>PER LOT / PER ITEM</b>				<b>SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX</b>				
ITEM NO.	ITEM DESCRIPTION <small>(Item Name &amp; Technical Specifications)</small>	QTY.	UNIT	FINANCIAL PROPOSAL <small>(Indicate the Price Offer)</small>		TECHNICAL PROPOSAL <small>(Indicate Brand/ Model Offer)</small>		
<b>Request For Quotation for the Board and Lodging for the conduct of the Division Seminar on FY 2027 Budget Preparation</b>				Unit Price	Total Price	Yes	No	Offered Brand/Model
1	Day 1   AM SNACK - Ube Champorado, Pineapple Juice  LUNCH - Eggdrop soup, Chinese Style Fried Chicken, Sweet and Sour fish, Pork Spring Roll, Steamed Rice, Almond Jelly, Apple Iced Tea  PM SNACK - Ham and Cheese Sandwich, Orange Juice  DINNER - Suam na mais, Grilled Liempo, Ensaladang Talong, Grilled Fish, Steamed Rice Turon Bites, Dalandan Juice	68	package					



**Address:** Brgy. Potol, Tayabas City  
**Telephone No.:** (042) 785-9615  
**Email Address:** tayabas.city@deped.gov.ph  
**Website:** <https://www.sdotayabascity.ph>

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2	Day 2   BREAKFAST - Embutido, Tinapa, Scrambled Egg, Garlic Rice, Watermelon and Atchara, Pineapple Coffee/Tea  AM Snack - Ginataang Mais, Calamansi Juice  LUNCH - Tinolang Manok, Beef Karekare, Laing dinalita, Crispy Tilapia, Steamed Rice, Leche Flan, Pineorange Juice  PM SNACK - Chicken Empanada, Fruit Juice  DINNER - Crab and corn soup, Glazed pork hamondo, eggplant casserole, Chicken Fingers, Steamed Rice. Broas Eclair, Strawberry Fizz	68	package					
3	Day 3   BREAKFAST - Tuyo, Arroz la Cubana, Hardboiled Egg, Garlic Rice, Banana Coffee/Tea  AM Snack - Chicken Macaroni Soup, Four Seasons Juice  LUNCH - Almondigas, Herbed Roast Chicken, Potato Wedge, Garlic Pepper Beef, Steamed Rice, Maja Brulee, Grape Juice  PM SNACK - Chicken Empanada, Fruit Juice	68	package					
4	Inclusions:   Preferred Location @ Tagaytay City  Function Hall: Usage of function room for 8 hours, Free flowing Coffee and mints during conference proper, Free use of Tables and chairs, Classroom Set-up (Working table) with complimentary round table for coffee station and dining use Tiffany chairs and tables, Complimentary use of 2 LCD and wide screen pen and pads, Free use of basic sound system with 3 microphones and extension cords, Free Electrical use of laptop and projector, Whiteboard with marker and eraser, Free Wifi access in conference room and in all lobby areas		package					
5	Accommodation: Aircondition Rooms with basic bathroom amenities including towels, shampoo, liquid soap and tissues, Separate comfort room and shower room for rooms max of 4pax with hot and cold shower bath in all room accommodation, complimentary use of Smart television in all room accommodation, Free Wifi Access in all hotel areas with In-Room Telephone		package					
<b>TOTAL</b>								
Date of Event		<b>February 11-13, 2026</b>						
Purpose		<b>Board and Lodging for the conduct of the Division Seminar on FY 2027 Budget Preparation</b>						



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**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



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