



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: <u>February 20, 2026</u>
	RFQ No.: <u>2026-02-022</u>
	PR No.: <u>2026-02-0022</u>
Complete Company Address	ABC: <u>₱ 42,020.00</u>
	PHILGEPS Ref. No.: <u>N/A</u>

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 25, 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.: 2026-02-022
PR No.: 2026-02-0022
PHILGEPS Reference No.: N/A
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
9. Failure to comply with these conditions shall mean disqualification of your bid proposal.

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)		
				Unit Price	Total Price	Yes	No	Offered Brand/Model
Request For Quotation for the Procurement of Sports Supplies and Equipment for Participation in the 2026 Regional Athletic Association Meet								
1	Rotary Stapler, 360 Rotation, 2-50 sheets maximum staple capacity, Heavy Duty, Durable Plastic and Metal Frame Material	1	piece					
2	Laminating Film, Roll, 250 mics, for hot Lamination, 50 meters/roll	1	roll					
3	Arnis Baston, 28 Inches, (Sold by Pair with Black Carry Bag)	6	pair					
4	Branded Taekwondo Face Shield with Adjustable Strap, high quality plastic material, provides clear peripheral vision, Color: Clear/Transparent Size: 20cm x 20cm x 9cm	4	piece					
5	Official Tennis Ball, IT (International Tennis Federation) Approved, 4 ball per tube, Color: Optic Yellow	5	tube					
6	Agility Training Discs with Handle, Colors: Multi Color/Assorted, Dimensions: 19 x 5cm (D x H), (50 Discs per set)	4	set					
7	Agility Training Cones, Colors: Orange/Assorted, Size: Medium 12-15 inches, (5 to 10 Cones per set)	4	set					



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

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 Sports Supplies and Equipment for Participation in the 2026 Regional Athletic Association Meet				Unit Price	Total Price	Yes	No	Offered Brand/Model
8	Branded Digital Body Weighing Weight Scale, can measure weight up to 150 kg, slim design at 270 x 290 x 22 mm, features a large LCD display for easy reading	1	piece					
9	Realistic Artificial Grass: Grass Height about 25mm length, high-density artificial grass. soft and lush Quality & Lightweight & Flexible: Made from nontoxic and environment friendly PP material, 64000ultra-high density, anti-rot, anti mold and odor, flame retardant PP fiber Size: width 3:m, length: 10m uncut	2	roll					
10	Durable Table Tennis Rubber (Suitable for athletes and regular training use. Designed to provide balanced speed, spin, and control for improved ball handling and consistency.) Color: Cross Color, Thickness: 2.0 mm (standard), Surface: High-grip rubber surface, Sponge: Medium sponge, Compatibility: Fits standard table tennis blades, Use: Training and competitive play	4	piece					
TOTAL								
Date of Event		N/A						
Purpose		Procurement of Sports Supplies and Equipment for Participation in the 2026 Regional Athletic Association Meet						

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	
<p>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.</p>	
<p>_____</p> <p>Authorized Representative</p>	

_____	Signature over Printed Name
_____	Company Tel./Fax/Mobile No.
_____	Company Tax Identification No. (TIN)
_____	Date



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