



Republic of the Philippines  
**Department of Education**  
 REGION IV- A CALABARZON  
 CITY SCHOOLS DIVISION OF CITY OF TAYABAS

**REQUEST FOR QUOTATION (RFQ)**

<b>Name of Company</b>	Date: <b>February 23, 2026</b>
	RFQ No.: <b>2026-02-023</b>
	PR No.: <b>2026-02-0023</b>
	ABC: <b>₱ 35,000.00</b>
<b>Complete Company Address</b>	PHILGEPS Ref. No.: <b>N/A</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 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.: 2026-02-023**  
**PR No.: 2026-02-0023**  
**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
<b>Request For Quotation for the Procurement of Foods for the 2026 SDO Tayabas City Women's Month Celebration</b>								
1	Day 1   AM Snacks   Spaghetti, garlic bread, juice	50	pax					
2	Day 1   Lunch   steamed rice, crab and corn soup, fried fish, chicken afritada, mango tapioca, juice	50	pax					
3	Day 1   PM Snacks   hamburger with fries, juice in can	50	pax					
4	Day 1   Inclusions:   airconditioned venue good for 50 pax, sound system, projector and projector screen, buffer for 2 pax							
<b>TOTAL</b>								
Date of Event		<b>March 20, 2026 (subject to changes on the actual date of conduct of the activity)</b>						
Purpose		<b>Procurement of Foods for the 2026 SDO Tayabas City Women's Month Celebration</b>						



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

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 of Foods for the 2026 SDO Tayabas City Women's Month Celebration</b>				<b>Unit Price</b>	<b>Total Price</b>	<b>Yes</b>	<b>No</b>	<b>Offered Brand/Model</b>

**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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