



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 26, 2026</u>
	RFQ No.: <u>2026-02-028</u>
	PR No.: <u>2026-02-0028</u>
	ABC: <u>₱ 360,000.00</u>
Complete Company Address	PHILGEPS Ref. No.: <u>12814396</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 March 4, 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.: 2026-02-028
PR No.: 2026-02-0028
PHILGEPS Reference No.: 12814396
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 Board and Lodging for the conduct of Division Learners' Convergence: Empowering Learners through Collaboration and Engagement								
1	Batch 1 Day 1 AM Snacks: chicken mami w/egg, puto and canned juice Lunch: fried tilapia, fried chicken, pork sinigang, rice, buko salad and bottled water PM Snacks: burger, fries and canned juice Dinner: pork bbq, chicken fillet, mixed vegetables, soup, rice, banana and bottled water	90	package					
2	Batch 1 Day 2 Breakfast: scrambled egg, corned beef, rice, bread, and hot chocolate drink AM Snacks: toasted bread, spaghetti and canned juice Lunch: caldereta, cordon bleu, rice, fried fish, soup, fruit, bottled water PM Snacks: pansit, turon and canned juice	90	package					



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 Board and Lodging for the conduct of Division Learners' Convergence: Empowering Learners through Collaboration and Engagement				Unit Price	Total Price	Yes	No	Offered Brand/Model
3	Batch 1 Inclusions: with air-conditioned venue that can accommodate up to 90 pax, with LCD projector and white screen that can be used until 8pm, with sound system & mic, with overflowing coffee and water, buffer for 3 pax							
4	Batch 1 Accomodation rooms with basic toiletries (shampoo, soap, towel, toothbrush and toothpaste) and amenities, hot or cold shower bath, with free wifi access in all areas							
TOTAL								
Date of Event		March 26-27, 2026						
Purpose		Board and Lodging for the conduct of Division Learners' Convergence: Empowering Learners through Collaboration and Engagement						

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