



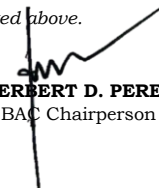
Republic of the Philippines  
**Department of Education**  
 REGION IV- A CALABARZON  
 CITY SCHOOLS DIVISION OF CITY OF TAYABAS

**REQUEST FOR QUOTATION (RFQ)**

<b>Name of Company</b>	Date: <u>February 26, 2026</u>
	RFQ No.: <u>2026-02-029</u>
	PR No.: <u>2026-02-0029</u>
<b>Complete Company Address</b>	ABC: <u>₱ 20,000.00</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 March 4, 2026 at 9:00 am to the address listed above.

  
**HERBERT D. PEREZ**  
 BAC Chairperson

**GENERAL CONDITIONS**

- All entries must be typewritten and legible;
- Bidders must submit the following eligibility requirements:
  - PHILGEPS Registration Certificate
  - DTI or SEC
  - Mayor's/Business Permit
  - Income/Business Tax Clearance
- Place this RFQ in a sealed envelope and type the following details on the face of the envelope:
 

**Your Company Name**  
**RFQ No.: 2026-02-029**  
**PR No.: 2026-02-0029**  
**PHILGEPS Reference No.: N/A**
- 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)
- Item/s delivered must have **warranties** for unit replacements, parts, labor or other services;
- Price validity shall be for a period of three (3) months;
- Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
- Transaction with City School Division of Tayabas shall mean compliance by the winning bidder with the bid and delivery requirements
- 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 Supplies for the conduct of Division Learners' Convergence: Empowering Learners through Collaboration and Engagement</b>								
1	Training kit: notebook - spiral 4 x 6 inches, 80 sheets; ballpen - black, fine tip pen = 0.7 mm with removable cap; expanding plastic envelope with holder and zipper, long size; id holder - 65mm x 115mm, landscape; id lace 1 inch in width and 26-38 inches in length, G-hook; bond paper A4 size (20pcs/ pack)	90	set					
2	Bond Paper A4 size 500 sheets, 70 GSM	2	ream					
3	Masking tape 2 inches	8	roll					
4	Vellum paper A4 size (10pcs/pack) 220 GSM	4	pack					
5	Certificate Holder A4 size, color blue	5	piece					
6	Manila Paper (whole folded 36" x 48")	10	piece					
7	Ballpen (Sign pen 0.5mm tip)	5	piece					
<b>TOTAL</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 Supplies for the conduct of Division Learners' Convergence: Empowering Learners through Collaboration and Engagement</b>				<b>Unit Price</b>	<b>Total Price</b>	<b>Yes</b>	<b>No</b>	<b>Offered Brand/Model</b>
Date of Event		<b>May 26-27, 2026</b>						
Purpose		<b>Procurement of Supplies for the conduct of Division Learners' Convergence: Empowering Learners through Collaboration and Engagement</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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