



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>2026-02-030</u>
	PR No.: <u>2026-02-0030</u>
Complete Company Address	ABC: <u>₱ 133,716.88</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.: 2026-02-030
PR No.: 2026-02-0030
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
Request For Quotation for the Procurement and Delivery of Supplies and Equipment for the In-House Printing, Production and Delivery of Learning Activity Sheets (LAS) and Teachers Notes for the Dynamic Learning Program (DLP)								
1	A3 Multifunction Copier/printer: Print, Copy and Scan up to A3+ documents with ADF, Print speed up to 17 ipm (black) / 9.0 ipm (colored) or higher, Scanner: Flatbed (216 x 356 (mm), Up to Legal Size documents, Number of Paper Trays: 2, Maximum Paper Handling: 329 x 1200mm, Preferably Highest Page Yield for consumables, Connectivity: USB, Wifi, Wifi-direct	1	unit					
2	Paper, Multi-Purpose, A4, s20/70gsm, high quality	250	ream					
3	Maintenance Box, Original/Genuine Epson T04D1 for Epson L14150 Printer box	2	box					
4	Folder, white, legal, 100pcs/pack	5	pack					
5	Epson Ink Refill Bottle, Black, Ink Code 001, Pigment-base Ink, Genuine/Authentic, 127ml, 1 bottle/box, Shelf Life atleast 3 years or 36 months before expiration upon delivery	10	bottle					



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 and Delivery of Supplies and Equipment for the In-House Printing, Production and Delivery of Learning Activity Sheets (LAS) and Teachers Notes for the Dynamic Learning Program (DLP)				Unit Price	Total Price	Yes	No	Offered Brand/Model
6	Epson Ink Refill Bottle, Cyan, Ink Code 001, Pigment-base Ink, Genuine/ Authentic, 65ml, 1 bottle/box, Shelf Life atleast 3 years or 36 months before expiration upon delivery	10	bottle					
7	Epson Ink Refill Bottle, Magenta, Ink Code 001, Pigment-base Ink, Genuine/Authentic, 70ml, 1 bottle/box, Shelf Life atleast 3 years or 36 months before expiration upon delivery	10	bottle					
8	Epson Ink Refill Bottle, Yellow, Ink Code 001, Pigment-base Ink, Genuine/Authentic, 70ml, 1 bottle/box, Shelf Life atleast 3 years or 36 months before expiration upon delivery	10	bottle					
9	Paper, Board Paper, 180 gsm, Long, High Quality, White, 10 pcs/pack	100	pack					
10	Heavy Duty Notebook Stapler, Long Arm Center Seam Stapler, Can reach A3/A4 Center Seam, Minimum Staple Capacity: 210 sheets 80 gsm/sheet, with Non-slip base	2	unit					
11	Folder, L-type Plastic, Clear white, A4, 12/pack	50	pack					
TOTAL								
Date of Event		N/A						
Purpose		Procurement and Delivery of Supplies and Equipment for the In-House Printing, Production and Delivery of Learning Activity Sheets (LAS) and Teachers Notes for the Dynamic Learning Program (DLP)						

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