



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>March 23, 2026</u>   |
|                                 | RFQ No.: <u>2026-03-039</u>   |
|                                 | PR No.: <u>2026-03-0039</u>   |
| <b>Complete Company Address</b> | ABC: <u>₱ 9,205.00</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 26, 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.: 2026-03-039**  
**PR No.: 2026-03-0039**  
**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<br>(Item Name & Technical Specifications)   | QTY. | UNIT  | FINANCIAL PROPOSAL<br>(Indicate the Price Offer) |             | TECHNICAL PROPOSAL<br>(Indicate Brand/Model Offer) |    |                     |
|   |  |      |   | Unit Price                                       | Total Price | Yes  | No | Offered Brand/Model |
| <b>Request For Quotation for the Procurement of Straight Tube Lights for Re-Lamping of Various Offices of SDO Tayabas</b> |  |      |   |  |             |  |    |                     |
| 1   | Straight LED Lamp - Tube, T8, 18 Watts, Daylight, Standard Size, Certified BPS Product Safety                      | 20   | tube  |  |             |  |    |                     |
| 2   | Straight LED Lamp - Tube, T8, 18 Watts, Daylight, Standard Size, with casing/fixture, Certified BPS Product Safety | 5    | set   |  |             |  |    |                     |
| 3   | Straight/Linear Tube Fluorescent Lamp, 40 Watts, 6500K Daylight, Standard Size, Certified BPS Product Safety       | 15   | tube  |  |             |  |    |                     |
| <b>TOTAL</b>  |  |      |   |  |             |  |    |                     |
| Date of Event   |  |      | <b>N/A</b>  |  |             |  |    |                     |
| Purpose   |  |      | <b>Procurement of Straight Tube Lights for Re-Lamping of Various Offices of SDO Tayabas</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



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