



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>March 23, 2026</u> |
| Complete Company Address | RFQ No.: <u>2026-03-042</u> |
| | PR No.: <u>2026-03-0042</u> |
| | ABC: <u>₱ 2,500.00</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.: 2026-03-042 PR No.: 2026-03-0042 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) | | |
| Request For Quotation for the Procurement of Customized Self Inking Stamp for Records Management of SDO Tayabas | | | | Unit Price | Total Price | Yes | No | Offered Brand/Model |
| 1 | Self Inking Stamp with customized rubber print, Durable-heavy duty fiber plastic casing, Size: 75x38mm, with Autolock mechanism and easy refill pad, Color: Black VERIFIED TRUE COPY FROM THE ORIGINAL COPY Stamp *Please see attached design for reference of customized rubber print* | 1 | piece | | | | | |
| TOTAL | | | | | | | | |
| Date of Event | | | N/A | | | | | |
| Purpose | | | Procurement of Customized Self Inking Stamp for Records Management of SDO Tayabas | | | | | |

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