



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>April 20, 2026</u> |
| | RFQ No.: <u>2026-04-057</u> |
| | PR No.: <u>2026-04-0057</u> |
| | ABC: <u>₱ 1,265.00</u> |
| Complete Company Address | 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 April 23, 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.: 2026-04-057
PR No.: 2026-04-0057
PHILGEPS Reference No.: N/A
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 Procurement of other Instructional Materials for Library Activity (Tarpaulim) | | | | | | | | |
| 1 | Tarpaulin 5 x 6 | 2 | piece | | | | | |
| TOTAL | | | | | | | | |
| Date of Event | | | N/A | | | | | |
| Purpose | | | Procurement of other Instructional Materials for Library Activity (Tarpaulim) | | | | | |

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