



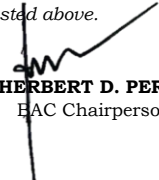
Republic of the Philippines  
**Department of Education**  
 REGION IV- A CALABARZON  
 CITY SCHOOLS DIVISION OF CITY OF TAYABAS

**REQUEST FOR QUOTATION (RFQ)**

<b>Name of Company</b>	Date: <u>April 22, 2026</u>
	RFQ No.: <u>2026-04-064</u>
	PR No.: <u>2026-04-0064</u>
	ABC: <u>₱ 102,000.00</u>
<b>Complete Company Address</b>	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 May 5, 2026 at 9:00 am to the address listed above.

  
**HERBERT D. PEREZ**  
 EAC 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.: 2026-04-064**  
**PR No.: 2026-04-0064**  
**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 <small>(Item Name &amp; Technical Specifications)</small>	QTY.	UNIT	FINANCIAL PROPOSAL <small>(Indicate the Price Offer)</small>		TECHNICAL PROPOSAL <small>(Indicate Brand/Model Offer)</small>		
Request For Quotation for the Board and Lodging for the Review and Finalization of SDO Developed Training Packages				Unit Price	Total Price	Yes	No	Offered Brand/Model
1	Day 1   AM Snack: pansit lukban, nilupak, juice  Lunch: steamed rice, mixed vegetables, pork adobo, fried chicken, pumpkin soup, fruit in season, water  PM Snack: tuna sandwich, french fries, juice in can  Dinner: steamed rice, pork sinigang, chicken barbecue, lumpiang gulay, fruit in season, water	17	package					



**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 Board and Lodging for the Review and Finalization of SDO Developed Training Packages				Unit Price	Total Price	Yes	No	Offered Brand/Model
2	Day 2   Breakfast: fried rice, sunny side up, dried fish, steamed vegetables, fruit in season, coffee or milk  AM Snack: arroz caldo, puto, juice  Lunch: steamed rice, sweet and sour pork, chicken pastel, buttered vegetables, soup, fruit cocktail, water  PM Snack: chicken sandwich, juice in can  Dinner: steamed rice, pork giniling, chicken menudo, chopsuey, nido soup, coffee jelly, water	17	package					
3	Day 3   Breakfast: fried rice, boiled egg, longganisang lukban, fruit in season, coffee or milk  AM Snack: palabok, puto pao, juice  Lunch: steamed rice, bicol express, chicken teriyaki, binagoongang talong, leche flan, crab and corn soup, pandan jelly, water  PM Snack: hamburger, fries, juice in can	17	package					
4	Inclusions:   Air conditioned session room good for 20 pax, sound system with microphone, projector and projector screen, strong wifi connection, free flowing coffee during session proper, classroom set up (working table), buffer for 3 pax							
5	Accommodation   Air conditioned rooms with basic bathroom amenities including towels, shampoo, soap, tissue, toothbrush and toothpaste, with free wifi access in all areas							
<b>TOTAL</b>								
Date of Event		<b>June 17-19, 2026</b>						
Purpose		<b>Board and Lodging for the Review and Finalization of SDO Developed Training Packages</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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