



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 28, 2026</u>
	RFQ No.: <u>2026-04-069</u>
	PR No.: <u>2026-04-0069</u>
Complete Company Address	ABC: <u>₱ 47,600.00</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 May 5, 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.: 2026-04-069
PR No.: 2026-04-0069
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)		
Request For Quotation for the Procurement of Foods for the 2nd Quarter Division Management Committee (MANCOM) Meeting for FY 2026				Unit Price	Total Price	Yes	No	Offered Brand/Model
1	Day 1 AM Snacks Spaghetti, Garlic Bread, Four seasons juice in can	68	pax					
2	Day 1 Lunch Rice, Sinigang na Baboy, Chicken Barbeque, Fried Tilapia, Fruits in Season, Lemon water	68	pax					
3	Day 1 PM Snacks Cheese burger, French Fries, Pineapple juice in can	68	pax					
4	Inclusions: Use of venue, use of sound system w/ microphone, white board w/ accessories and LCD w/ screen, w/overflowing coffee w/ creamer and water, with free buffer good for 2 pax							
TOTAL								
Date of Event				May 18, 2026				
Purpose				Procurement of Foods for the 2nd Quarter Division Management Committee (MANCOM) Meeting for FY 2026				



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

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ITEM NO.	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY.	UNIT	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL (Indicate Brand/Model Offer)		
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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
<p>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.</p> <p>_____</p> <p>Authorized Representative</p>

_____	Signature over Printed Name
_____	Company Tel./Fax/Mobile No.
_____	Company Tax Identification No. (TIN)
_____	Date



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