



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:	June 04, 2026
	RFQ No.:	2026-06-085
	PR No.:	2026-06-0085
Complete Company Address	ABC:	P 1,018,350.00
	PHILGEPS Ref. No.:	13042696

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 June 15, 2026 at 9:00 am to the address listed above.

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.: 2026-06-085
PR No.: 2026-06-0085
PHILGEPS Reference No.: 13042696

- Delivery period must be at least within 30 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.

HERBERT D. PEREZ
BAC Chairperson

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 Printing and Delivery of Reading Materials for Key Stage 1 (Kindergarten to Grade 3) Learners of SDO Tayabas City				Unit Price	Total Price	Yes	No	Offered Brand/Model
1	Kindergarten Reading Material #1 Title: Kulay Book Size: 8.27" x 11.69" Paper Requirement: Cover: C2S #180lbs or Foldcote cal. 12 solid white, with one side UV lamination Inside Pages: C2S #100 Colors: Cover - 4/4 color with one side UV lamination Inside Pages - 4/4 color Binding: saddle stitch	1499	copy					
2	Kindergarten Reading Material #2 Title: My Jumbo Learning Workbook Book Size - 8.50 " x 11.00" Paper Requirement: Cover: C2S # 180lbs or Foldcote cal. 12 solid white, with one side UV lamination Inside Pages - C2S #70 Colors: Cover - 4/4 color with one side UV lamination Inside pages - 4/4 color Binding: saddle-stitched	1500	copy					

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 Printing and Delivery of Reading Materials for Key Stage 1 (Kindergarten to Grade 3) Learners of SDO Tayabas City				Unit Price	Total Price	Yes	No	Offered Brand/Model
3	Grade 1 Reading Material #1 Title: Munting Patak - Ulan Book Size: 8.27" x 11.69" Paper Requirement: Cover: C2S #180lbs or Foldcote cal. 12 solid white, with one side UV lamination Inside Pages: C2S #100 Colors: Cover - 4/4 color with one side UV lamination Inside Pages - 4/4 color Binding: saddle stitch	1500	copy					
4	Grade 1 Reading Material #2 Title: Si Putot Book Size: 8.27" x 11.69" Paper Requirement: Cover: C2S #180lbs or Foldcote cal. 12 solid white, with one side UV lamination Inside Pages: C2S #100 Colors: Cover - 4/4 color with one side UV lamination Inside Pages - 4/4 color Binding: saddle stitch	1500	copy					
5	Grade 2 Reading Material #1 Title: Ano Kaya Ako Paglaki Book Size: 8.27" x 11.69" Paper Requirement: Cover: C2S #180lbs or Foldcote cal. 12 solid white, with one side UV lamination Inside Pages: C2S #100 Colors: Cover - 4/4 color with one side UV lamination Inside Pages - 4/4 color Binding: saddle stitch	1500	copy					
6	Grade 2 Reading Material #2 Title: Message in the Sand Book Size: 8.27" x 11.69" Paper Requirement: Cover: C2S #180lbs or Foldcote cal. 12 solid white, with one side UV lamination Inside Pages: C2S #100 Colors: Cover - 4/4 color with one side UV lamination Inside Pages - 4/4 color Binding: saddle stitch	1550	copy					
7	Grade 3 Reading Material #1 Title: Ang Bayang Maaksaya sa Tubig Book Size: 8.27" x 11.69" Paper Requirement: Cover: C2S #180lbs or Foldcote cal. 12 solid white, with one side UV lamination Inside Pages: C2S #100 Colors: Cover - 4/4 color with one side UV lamination Inside Pages - 4/4 color Binding: saddle stitch	1600	copy					

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 Printing and Delivery of Reading Materials for Key Stage 1 (Kindergarten to Grade 3) Learners of SDO Tayabas City				Unit Price	Total Price	Yes	No	Offered Brand/Model
8	Grade 3 Reading Material #2 Title: Ang Masipag na Langgam Book Size: 8.27" x 11.69" Paper Requirement: Cover: C2S #180lbs or Foldcote cal. 12 solid white, with one side UV lamination Inside Pages: C2S #100 Colors: Cover - 4/4 color with one side UV lamination Inside Pages - 4/4 color Binding: saddle stitch	1600	copy					
9	*Please see full details of reading materials attached* Inclusion: - Soft copy of reading materials for reproduction. - Packed in plastic wrap, sorted in 10s and stacked to 100 pcs per plastic wrap package							
TOTAL								
Date of Event				N/A				
Purpose				Printing and Delivery of Reading Materials for Key Stage 1 (Kindergarten to Grade 3) Learners of SDO Tayabas City				

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