



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:	July 07, 2026
	RFQ No.:	2026-07-097
	PR No.:	2026-07-0097
Complete Company Address	ABC:	P 67,395.00
	PHILGEPS Ref. No.:	N/A

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 July 16, 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.: 2026-07-097
PR No.: 2026-07-0097
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.

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 Distribution of Anti-bullying IEC Materials for Division Federated SELG and SSLG Officers				Unit Price	Total Price	Yes	No	Offered Brand/Model
1	A2 poster size (250gsm, full color, matte) - "Lahat ng Bata may Halaga, Huwag Manakit, Magmalasakit"	30	piece					
2	A2 poster size (250gsm, full color, matte) - "Know your Rights. Speak Up. Speak to Us"	30	piece					
3	A2 poster size (250gsm, full color, matte) - "Gawing Ligas ang Paaralan, Laban sa Karahasan"	30	piece					
4	A2 poster size (250gsm, full color, matte) - "Say No to Bullying"	30	piece					
5	A2 poster size (250gsm, full color, matte) - "Stand Up, Say No to Bullying"	30	piece					
6	A2 poster size (250gsm, full color, matte) - "Stop Bullying. Safe School Zone"	30	piece					
7	A2 poster size (250gsm, full color, matte) - "Bullying will not be tolerated in this School"	30	piece					
8	A2 poster size (250gsm, full color, matte) - Duties & Responsibilities of Learners	40	piece					

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 Distribution of Anti-bullying IEC Materials for Division Federated SELG and SSLG Officers				Unit Price	Total Price	Yes	No	Offered Brand/Model
9	A2 poster size (250gsm, full color, matte) - "Tayo, tayol. Laban sa Karahasan, Para sa Mas Ligtas na Paaralan"	30	piece					
TOTAL								
Date of Event		N/A						
Purpose		Printing and Distribution of Anti-bullying IEC Materials for Division Federated SELG and SSLG Officers						

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