



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 _____
 Complete Company Address _____

Date: July 07, 2026
 RFQ No.: 2026-07-098
 PR No.: 2026-07-0098
 ABC: P 119,700.00
 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.

HERBERT D. PEREZ
 BAC Chairperson

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.: 2026-07-098
PR No.: 2026-07-0098
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.

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 Competency Enhancement of School Heads on the Content, Knowledge, Pedagogy and Instructional Design Framework				Unit Price	Total Price	Yes	No	Offered Brand/Model
1	Day 1 AM Snacks canton sotanghon, budin, juice	57	pax					
2	Day 1 Lunch rice, pork menudo, fish fillet, chopsuey coffee jelly	57	pax					
3	Day 1 PM Snacks chicken sandwich, juice in can	57	pax					
4	Day 2 AM Snacks baked mac, garlic bread, juice	57	pax					
5	Day 2 Lunch rice, pork barbecue, chicken tinola, lumpiang gulay, fruit in season	57	pax					
6	Day 2 PM Snacks cheese pimiento sandwich, juice in can	57	pax					
7	Day 3 AM Snacks palabok, puto, juice	57	pax					
8	Day 3 Lunch rice, tortang talong, chicken pastel, lumpiang shanghai, cream of mushroom, fruit cocktail	57	pax					
9	Day 3 PM Snacks egg sandwich, juice in can	57	pax					

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 Competency Enhancement of School Heads on the Content, Knowledge, Pedagogy and Instructional Design Framework				Unit Price	Total Price	Yes	No	Offered Brand/Model
10	Inclusions: air conditioned venue good for 60 pax, use of projector with projector screen and sound system, overflowing coffee with sugar and creamer, water with water dispenser, buffer for 5 pax							
TOTAL								
Date of Event		August 24-26, 2026						
Purpose		Procurement of Foods for the Competency Enhancement of School Heads on the Content, Knowledge, Pedagogy and Instructional Design Framework						

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