



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 08, 2026
	RFQ No.:	2026-07-103
	PR No.:	2026-07-0103
Complete Company Address	ABC:	P 11,750.00
	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.: 2026-07-103
PR No.: 2026-07-0103
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 Procurement of Supplies for the Capacity Building for School Heads on School-Based Hazard Management and Fire Prevention via Electrical Safety Protocols				Unit Price	Total Price	Yes	No	Offered Brand/Model
1	3 meters of royal cord per meter 2 wire	30	piece					
2	Electrical Tape (black) 16m	10	piece					
3	6pcs Tool Kit Set (Tape Measures, Phillips Slotted Screwdriver, Hammer with Bag HK THP10806 IHT	5	piece					
4	3 Gang Surface Convenience outlet	10	piece					
5	Electrical Heavy-Duty Parallel Plug 10A	10	piece					
6	Epson Ink Black 003	4	bottle					
7	Velum Board Paper A4	6	pack					
8	Bond paper A4 substance 20	4	ream					
9	Double Sided Glossy Photo Paper, 200 GSM A4 (50 Sheets per Pack)	10	piece					
10	Sign pen, gelpen, 0.5mm tip	12	piece					
11	Certificate Jacket A4	6	piece					
TOTAL								
Date of Event		N/A						
Purpose		Procurement of Supplies for the Capacity Building for School Heads on School-Based Hazard Management and Fire Prevention via Electrical Safety Protocols						

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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

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