



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 24, 2026
RFQ No.: 2026-07-109
PR No.: 2026-07-0109
ABC: P 7,067.65
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 30, 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.: 2026-07-109
PR No.: 2026-07-0109
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 Division Capacity Building on the Implementation of Learning System Reform policies (LSRP)				Unit Price	Total Price	Yes	No	Offered Brand/Model
1	Paper, Board Paper, 180 gsm, A4, High Quality, White, 10pcs/pack	10	pack					
2	Paper, Board Paper, 180 gsm, Long, High Quality, White, 10 pcs/pack	8	pack					
3	Colored Paper, Long, Assorted Construction Paper, High Quality, 500 pcs/ream	1	ream					
4	Whiteboard Refillable Marker, Black, Fast-drying, Fine tip, 12 pcs/box	3	box					
5	Whiteboard Marker Refill Ink, Black, 30ml.	2	bottle					
6	Brown Envelope, Long, 100 pcs/bundle (pack)	2	pack					
7	Epson Ink Refill Bottle, Black, Ink Code 003, Dye-base Ink, Genuine/Authentic, 127ml, 1 bottle/box, Shelf Life at least 3 years or 36 months before expiration upon delivery	2	bottle					
8	Epson Ink Refill Bottle, Cyan, Ink Code 003, Dye-base Ink, Genuine/Authentic, 65ml, 1 bottle/box, Shelf Life at least 3 years or 36 months before expiration upon delivery	2	bottle					

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 Division Capacity Building on the Implementation of Learning System Reform policies (LSRP)				Unit Price	Total Price	Yes	No	Offered Brand/Model
9	Epson Ink Refill Bottle, Magenta, Ink Code 003, Dye-base Ink, Genuine/Authentic, 70ml, 1 bottle/box, Shelf Life at least 3 years or 36 months before expiration upon delivery	2	bottle					
10	Epson Ink Refill Bottle, Yellow, Ink Code 003, Dye-base Ink, Genuine/Authentic, 70ml, 1 bottle/box, Shelf Life at least 3 years or 36 months before expiration upon delivery	2	bottle					
TOTAL								
Date of Event		N/A						
Purpose		Procurement of Supplies for the Division Capacity Building on the Implementation of Learning System Reform policies (LSRP)						

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