



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 24, 2026
	RFQ No.:	2026-07-110
	PR No.:	2026-07-0110
Complete Company Address	ABC:	P 50,000.00
	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 30, 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.: 2026-07-110
PR No.: 2026-07-0110
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 Supplies for the Conduct of Division Festival of Talents				Unit Price	Total Price	Yes	No	Offered Brand/Model
1	Gold Medal	201	piece					
2	Silver Medal	201	piece					
3	Bronze Medal	201	piece					
4	Plastic Folder, L-Type, Size: Short, Preferably One color 12 pcs/pack	20	pack					
5	Certificate Holder, Plastic, For Portrait or Landscape Certificates, Size up to 9 x 12 inches, Super Clear Transparency, Color: Navy Blue	150	piece					
6	Folder Long	1	pack					
7	Epson Ink Refill Bottle, Black, Ink Code 001, Pigment-base Ink, Genuine/ Authentic, 127ml, 1 bottle/box, Shelf Life at least 3 years or 36 months before expiration upon delivery	4	bottle					
8	Epson Ink Refill Bottle, Cyan, Ink Code 001, Pigment-base Ink, Genuine/ Authentic, 65ml, 1 bottle/box, Shelf Life at least 3 years or 36 months before expiration upon delivery	4	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 Conduct of Division Festival of Talents				Unit Price	Total Price	Yes	No	Offered Brand/Model
9	Epson Ink Refill Bottle, Magenta, Ink Code 001, Pigment-base Ink, Genuine/ Authentic, 70ml, 1 bottle/box, Shelf Life at least 3 years or 36 months before expiration upon delivery	4	bottle					
10	Epson Ink Refill Bottle, Yellow, Ink Code 001, Pigment-base Ink, Genuine/ Authentic, 70ml, 1 bottle/box, Shelf Life at least 3 years or 36 months before expiration upon delivery	4	bottle					
11	Crayon, 8 colors/box, Classic Colors, Durable and Double Wrap, Safe and Non-Toxic bright crayons	46	box					
TOTAL								
Date of Event		N/A						
Purpose		Procurement of Supplies for the Conduct of Division Festival of Talents						

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