



Republic of the Philippines  
**Department of Education**  
 REGION IV- A CALABARZON  
 CITY SCHOOLS DIVISION OF CITY OF TAYABAS

**REQUEST FOR QUOTATION (RFQ)**

|                                 |                           |               |
|---------------------------------|---------------------------|---------------|
| <b>Name of Company</b>          | <b>Date:</b>              | July 27, 2026 |
|                                 | <b>RFQ No.:</b>           | 2026-07-115   |
|                                 | <b>PR No.:</b>            | 2026-07-0115  |
| <b>Complete Company Address</b> | <b>ABC:</b>               | P 149,100.00  |
|                                 | <b>PHILGEPS Ref. No.:</b> | 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 August 13, 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.: 2026-07-115**  
**PR No.: 2026-07-0115**  
**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<br>(Item Name & Technical Specifications)                                                       | QTY. | UNIT | FINANCIAL PROPOSAL<br>(Indicate the Price Offer) |             | TECHNICAL PROPOSAL<br>(Indicate Brand/Model Offer) |    |                     |
| Request For Quotation for the Procurement of Foods for the Instructional Supervision for Transformative Leadership: Equipping Proficient Teachers Towards Becoming Highly Proficient Leaders |                                                                                                                  |      |      | Unit Price                                       | Total Price | Yes                                                | No | Offered Brand/Model |
| 1                                                                                                                                                                                            | Day 1   AM Snacks   chicken mami with egg, puto, juice                                                           | 71   | pax  |                                                  |             |                                                    |    |                     |
| 2                                                                                                                                                                                            | Day 1   Lunch   rice, nido soup, lumpiang shanghai, pork mechado, chopsuey, fruit cocktail                       | 71   | pax  |                                                  |             |                                                    |    |                     |
| 3                                                                                                                                                                                            | Day 1   PM Snacks   lumpiang sariwa, juice in can                                                                | 71   | pax  |                                                  |             |                                                    |    |                     |
| 4                                                                                                                                                                                            | Day 2   AM Snacks   spaghetti, cake slice, juice                                                                 | 71   | pax  |                                                  |             |                                                    |    |                     |
| 5                                                                                                                                                                                            | Day 2   Lunch   rice, crab and com soup, fried boneless bangus, buttered vegetables, chicken pastel, fruit salad | 71   | pax  |                                                  |             |                                                    |    |                     |
| 6                                                                                                                                                                                            | Day 2   PM Snacks   macaroni salad, garlic bread, juice in can                                                   | 71   | pax  |                                                  |             |                                                    |    |                     |
| 7                                                                                                                                                                                            | Day 3   AM Snacks   palabok, banana cake, lemon juice                                                            | 71   | pax  |                                                  |             |                                                    |    |                     |
| 8                                                                                                                                                                                            | Day 3   Lunch   rice, chicken soup, porkchop, chicken afritada, steamed okra and talong with bagoong, banana     | 71   | pax  |                                                  |             |                                                    |    |                     |
| 9                                                                                                                                                                                            | Day 3   PM Snacks   hamburger with fries, juice in can                                                           | 71   | pax  |                                                  |             |                                                    |    |                     |

| PLEASE QUOTE: <b>PER LOT / PER ITEM</b>                                                                                                                                                             |                                                                                                                                                                                                                                                         |      |                                                                                                                                                                       | <b>SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX</b> |             |                                                    |    |                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------|----------------------------------------------------|----|---------------------|
| ITEM NO.                                                                                                                                                                                            | ITEM DESCRIPTION<br>(Item Name & Technical Specifications)                                                                                                                                                                                              | QTY. | UNIT                                                                                                                                                                  | FINANCIAL PROPOSAL<br>(Indicate the Price Offer)     |             | TECHNICAL PROPOSAL<br>(Indicate Brand/Model Offer) |    |                     |
| <b>Request For Quotation for the Procurement of Foods for the Instructional Supervision for Transformative Leadership: Equipping Proficient Teachers Towards Becoming Highly Proficient Leaders</b> |                                                                                                                                                                                                                                                         |      |                                                                                                                                                                       | Unit Price                                           | Total Price | Yes                                                | No | Offered Brand/Model |
| 10                                                                                                                                                                                                  | Inclusions:   air conditioned session room good for 75 pax, projector with projector screen and sound system with microphone, overflowing coffee with sugar and creamer, water and water dispenser, buffer for 5 pax, token for 5 learning facilitators |      |                                                                                                                                                                       |                                                      |             |                                                    |    |                     |
| <b>TOTAL</b>                                                                                                                                                                                        |                                                                                                                                                                                                                                                         |      |                                                                                                                                                                       |                                                      |             |                                                    |    |                     |
| Date of Event                                                                                                                                                                                       |                                                                                                                                                                                                                                                         |      | <b>December 14-16, 2026</b>                                                                                                                                           |                                                      |             |                                                    |    |                     |
| Purpose                                                                                                                                                                                             |                                                                                                                                                                                                                                                         |      | <b>Procurement of Foods for the Instructional Supervision for Transformative Leadership: Equipping Proficient Teachers Towards Becoming Highly Proficient Leaders</b> |                                                      |             |                                                    |    |                     |

**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