



**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 28, 2026 |
|                                 | <b>RFQ No.:</b>           | 2026-07-117   |
|                                 | <b>PR No.:</b>            | 2026-07-0117  |
|                                 | <b>ABC:</b>               | P 47,600.00   |
| <b>Complete Company Address</b> | <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.: 2026-07-117**  
**PR No.: 2026-07-0117**  
**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 3rd Quarter Division Management Committee (MANCOM) Meeting for FY 2026 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |      |      | Unit Price                                       | Total Price | Yes                                                | No | Offered Brand/Model |
| 1                                                                                                                                 | Day 1   AM Snacks   Pancit Lucban, Maja Blanca, Four-season juice in can                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 68   | pax  |                                                  |             |                                                    |    |                     |
| 2                                                                                                                                 | Day 1   Lunch   Rice, Daing na Bangus, Beef Bulalo, Vegetable Lumpia, Fruits in season, Iced Tea                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 68   | pax  |                                                  |             |                                                    |    |                     |
| 3                                                                                                                                 | Day 1   PM Snacks   Fresh Lumpia and Lemon-Cucumber Juice                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 68   | pax  |                                                  |             |                                                    |    |                     |
| 4                                                                                                                                 | Inclusions:   Free use of fully air-conditioned venue, complete set up of sound system with PA, 3-4 sets wireless microphones, 1 set of LCD overhead projector with widescreen, extension cords, tables, chairs, free unlimited strong WI-Fi connection for 68 persons (training/conference hall), free flowing coffee with supply of sugar, creamer and tea during the conference proper, water dispenser with overflowing supply of water. No extra charge for electricity of laptops of all participants, free use of spacious parking lot. Buffer for 2 persons. |      |      |                                                  |             |                                                    |    |                     |
| <b>TOTAL</b>                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |      |      |                                                  |             |                                                    |    |                     |

| 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 3rd Quarter Division Management Committee (MANCOM) Meeting for FY 2026</b> |                                                            |                                                                                                            |      | Unit Price                                           | Total Price | Yes                                                | No | Offered Brand/Model |
| Date of Event                                                                                                                            |                                                            | <b>August 24, 2026</b>                                                                                     |      |                                                      |             |                                                    |    |                     |
| Purpose                                                                                                                                  |                                                            | <b>Procurement of Foods for the 3rd Quarter Division Management Committee (MANCOM) Meeting for FY 2026</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