



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 28, 2026
	RFQ No.:	2026-07-118
	PR No.:	2026-07-0118
	ABC:	P 10,500.00
Complete Company Address	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 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.: 2026-07-118
PR No.: 2026-07-0118
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 Foods for the 3rd Quarter Division Management Review (MR) Meeting for FY 2026				Unit Price	Total Price	Yes	No	Offered Brand/Model
1	Day 1 AM Snacks Pancit Lucban, Turon with Langka, Pineapple Juice in Can	15	pax					
2	Day 1 Lunch Pork Liempo Barbecue, Shrimp Sinigang, Fried Fish with dipping sauce, Rice, Assorted Fruits in season, Bottled Water	15	pax					
3	Day 1 PM Snacks Ginataang Bilo-Bilo, Cheesy Puto, Fruit Juice in Can	15	pax					
4	Inclusions: 1-day event: Free use of fully air-conditioned venue, complete set-up of sound system with PA, 3-4 sets wireless microphones, Philippine Flag/ National Anthem Song, Podium, 1 set of LCD overhead projector with widescreen, extension cords, tables, chairs, free unlimited strong Wi-Fi connection for 15 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 (top management).							

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Request For Quotation for the Procurement of Foods for the 3rd Quarter Division Management Review (MR) Meeting for FY 2026				Unit Price	Total Price	Yes	No	Offered Brand/Model
TOTAL								
Date of Event		August 26, 2026						
Purpose		Procurement of Foods for the 3rd Quarter Division Management Review (MR) Meeting for FY 2026						

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