



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:	August 11, 2026
	RFQ No.:	2026-08-120
	PR No.:	2026-08-0120
Complete Company Address	ABC:	P 299,608.96
	PHILGEPS Ref. No.:	68626

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 September 7, 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.: 2026-08-120
PR No.: 2026-08-0120
PHILGEPS Reference No.: 68626

- Delivery period must be at least within 15 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 and Equipment for the Printing/Reproduction of Teaching and Learning Resources for Reading/English, Mathematics, and Science in the National Learning Camp (NLC) and Remedial Classes				Unit Price	Total Price	Yes	No	Offered Brand/Model
1	A3 Multifunction Copier/Printer: Print, Copy, and Scan up to A3+ documents with ADF, Print speed up to 17 ipm (black)/9.0 ipm (colored) or higher, Scanner: Flatbed (216 x 356 mm), Up to al Size documents, Number of Paper Trays: 2, Maximum Paper Handling: 329 x 1200 mm, Preferably Highest Page Yield for consumables, Connectivity: USB, Wi-Fi, Wi-Fi Direct	1	unit					
2	Maintenance Box, Original/Genuine Epson T04D1 for Epson L14150 Printer Box	3	unit					

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3	Office Laptop, Brand New with Office Home 2024 Specifications: Processor: AMD Ryzen™ 7 5825U or equivalent Operating System: Windows 11 (2025 update) Graphics: AMD Radeon™ Graphics or equivalent Memory: 16GB, DDR4-3200 Storage: 512 SSD Screen Size: 15 inches or more Ports: should have HDMI, USB-A, USB-C/Thunderbolt, Ethernet, SD/microSD Card Slot, Audio Jack Multimedia: Audio, Speaker, Microphone, Camera Accessories: Laptop Charger and Bag	1	unit					
4	Paper, Multi-Purpose, A4, s20/70 gsm, high quality, 500 sheets per ream	600	ream					
5	Paper, Multi-purpose, Legal, 70 gsm, high quality, 500 sheets per ream	165	ream					
6	Folder, white, legal 100 pcs/pack	5	pack					
7	Paper, Board Paper, 180 gsm, A4, High Quality, White, 10 pcs/pack	200	pack					
8	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	20	bottle					
9	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	15	bottle					
10	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	15	bottle					
11	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	15	bottle					
12	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	20	bottle					
13	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	15	bottle					
14	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	15	bottle					

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15	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	15	bottle					
TOTAL								
Date of Event		N/A						
Purpose		Procurement of Supplies and Equipment for the Printing/Reproduction of Teaching and Learning Resources for Reading/English, Mathematics, and Science in the National Learning Camp (NLC) and Remedial Classes						

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