



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.:	2026-08-121
	PR No.:	2026-08-0121
	ABC:	P 122,500.00
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 21, 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.: 2026-08-121
PR No.: 2026-08-0121
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 Capacity Building on Developing Self and Others: Pathways to Honor				Unit Price	Total Price	Yes	No	Offered Brand/Model
1	Day 1 AM Snacks baked mac, cake slice, juice	175	pax					
2	Day 1 Lunch rice, crab and corn soup, chicken curry, pork menudo, buttered vegetables, buko pandan	175	pax					
3	Day 1 PM Snacks hamburger, juice in can	175	pax					
4	Inclusions: air-conditioned venue good for 175 pax, projector and projector screen, complete sound system with microphones, Wi-Fi connection, overflowing coffee station, drinking water with dispenser, tarpaulin printing for backdrop, presidential table with skirting, red carpet setup, stage and podium, registration area, tables and chairs with center piece, basic decorations, simple token for 2 speakers, 19 customized trophy for the awardees							
TOTAL								

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 Capacity Building on Developing Self and Others: Pathways to Honor				Unit Price	Total Price	Yes	No	Offered Brand/Model
Date of Event				.December 17, 2026				
Purpose				Procurement of Foods for the Capacity Building on Developing Self and Others: Pathways to Honor				

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