



**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>	Date: <b>December 3, 2024</b>
	RFQ No.: <b>2024-12-212</b>
	PR No.: <b>2024-12-0212</b>
	ABC: <b>P 20,000.00</b>
<b>Complete Company Address</b>	PHILGEPS Ref. No.: <b>N/A</b>

**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 \_\_\_\_\_ at \_\_\_\_\_ 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.: 2024-12-212**  
**PR No.: 2024-12-0212**  
**PHILGEPS Reference No.: N/A**

- Delivery period must be at least within **seven (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
- Transaction with City School Division of Tayabas shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
- Failure to comply with these conditions shall mean disqualification of your bid proposal.

**HERBERT D. PEREZ**  
 BAC Chairperson

PLEASE QUOTE: **PER LOT / PER ITEM**

ITEM NO.	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY.	UNIT	SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX			
				FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL (Indicate Brand/ Model Offer)	
				Unit Price	Total Price	Yes	No
1	Aluminum Hydroxide 178 mg, Magnesium Hydroxide 233 mg and Simethicone 30 mg.	20	piece				
2	Benzydamine HCl + Cetylpyridinium Cl 3mg/1.33 mg 8 Lozenges/box	3	box				
3	Calamine 8g Diphenhydramine Hydrochloride 1g Lotion 30mL	3	bottle				
4	Hyoscine-N-butylbromide 10 mg	10	piece				
5	Hyoscine-N-butylbromide 10 mg, Paracetamol 500 mg	10	piece				
6	Ice spray for pain 200ml	10	bottle				
7	Loratadine 10MG/TAB	85	piece				
8	Mefenamic acid 500mg (100pcs/box)	1	box				
9	Methyl Salicylate + Menthol ADVANCE SPRAY 50 ml	10	bottle				
10	Methyl Salicylate Menthol Eucalyptus oil 1.5ml	5	bottle				
11	OMEPRAZOLE 40 MG/CAP 100 TAB/BOX	15	piece				
12	PARACETAMOL 500MG/TAB 500 TAB/BOX	1	box				



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ITEM NO.	ITEM DESCRIPTION <small>(Item Name &amp; Technical Specifications)</small>	QTY.	UNIT	FINANCIAL PROPOSAL <small>(Indicate the Price Offer)</small>		TECHNICAL PROPOSAL <small>(Indicate Brand/ Model Offer)</small>	
				Unit Price	Total Price	Yes	No
13	Paracetamol Phenylpropanolamine HCl Chlrophenamine maleate 500mg/25mg/2mg/ TAB 100 PCS/BOX	1	box				
14	Tetrahydrozoline HCL Eye Drops 7.5 ml/bottle	2	bottle				
15	Vitex negundo L. Lagundi Leaf TABLET 10PCS/BOX	4	box				
16	Zinc oxide (555.7 mg) and calamine (164.5 mg) OINTMENT 3.5 ML	10	piece				
17	Adhesive Washproof Bandages 50s	4	box				
18	Elastic Bandage Velcro Type 2x5	20	box				
19	Sterile Gauze 2x2 100/box	3	roll				
20	Surgical transparent Plastic Tape 1inch	10	roll				
21	Elastic Bandage Velcro Type 3x5	20	roll				
22	Sterile Gauze 4x4 100/box	2	box				
23	Disposable Gloves Nitrile Vinyl Latex Free Powder Free EXTRA LARGE (100Pcs/box) WHITE	2	box				
24	Hot Water Bag 500ML	6	piece				
25	PVC Cling Wrap 25 CMX300M	2	piece				
26	Ice Bag (sugar bag # 2)	3	pack				
27	Digital Pencil-type Thermometer	1	piece				
28	Arm Sling Medical Support Strap (small)	6	piece				
TOTAL							
Date of Event		December 2024					
Purpose		Procurement of Medicine for the conduct of City Division Athletic Association Meet for SY 2024-2025					

**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