



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

REQUEST FOR QUOTATION (RFQ)

<p>_____ Name of Company</p> <p>_____ Complete Company Address</p>	<p>Date: <u>February 08, 2024</u></p> <p>RFQ No.: <u>24-02-0013</u></p> <p>PR No.: <u>2024-02-0013</u></p> <p>ABC: P <u>56,800.00</u></p> <p>PHILGEPS Ref. No.: <u>10560319</u></p>
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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 February 19, 2024 at 9:00 AM to the address listed above.

GENERAL CONDITIONS

1. All entries must be typewritten and legible;
2. Bidders must submit certificate of PHILGEPS Registration; or
3. Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, etc.);
4. Place this RFQ in a sealed envelope and type the following details on the face of the envelope:

Your Company Name

RFQ No.: _____

PR No.: _____

PHILGEPS Reference No.: _____

HERBERT D. PEREZ
BAC Chairperson

5. 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)
6. Item/s delivered must have warranties for unit replacements, parts, labor or other services;
7. Price validity shall be for a period of three (3) months;
8. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
9. 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;
10. Failure to comply with these conditions shall mean disqualification of your bid proposal.

PLEASE QUOTE: PER LOT / PER ITEM

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)	
				Unit Price	Total Price	Yes	No
	DAY 1						
1.	AM SNACKS	71	pax				
	Empanada, Lemon Cucumber Juice						
2.	LUNCH	71	pax				
	Rice, Assorted Steamed Vegetables w/bagoong, shanghai, fried chicken, sotanghon soup, lecheton						
3.	PM SNACKS	71	pax				
	Siopao, Pineapple Juice						
	Inclusion: Use of venue, use of sound system w/microphone, white board, w/accessories and LCD w/screen, w/overflowing coffee creamer and water, with free buffer good for 2 pax						



Address: Potol, Tayabas City
Telephone No.: (042) 785-9615 or (042) 710-0329
Email Address: tayabas.city@deped.gov.ph
Website: https://depeditayabas.ph



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ITEM NO.	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY.	UNIT	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL (Indicate Brand/Model Offer)	
				Unit Price	Total Price	Yes	No
TOTAL							
Date of Event		February 21, 2024					
Purpose		Provision of Food and Venue for 1st Quarterly Division Management Committee (MANCOM) Meeting for FY 2024					

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.

<u>CANVASSER'S CERTIFICATION</u>
<p>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.</p> <p>_____</p> <p>Authorized Representative</p>

Signature over Printed Name
Company Tel./Fax/Mobile No.
Company Tax Identification No. (TIN)
Date



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