



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

REQUEST FOR QUOTATION (RFQ)

Name of Company	Date: April 2, 2024
	RFQ No.: 24-03-0053
	PR No.: 2024-03-0053
	ABC: ₱ 49,990.00
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 April 11, 2024 at 9:00 am to the address listed above.

GENERAL CONDITIONS

HERBERT D. PEREZ
BAC Chairperson

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

Your Company Name
RFQ No.: 24-03-0053
PR No.: 2024-03-0053
PHILGEPS Reference No.: N/A

- Delivery period must be at least within seven (7) calenday 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 before the issuance of check payment;
- Failure to comply with these conditions shall mean disqualification of your bid proposal.

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	Yes	No
1	Multi-function printer, Brand New, Function: Print, Scan, Copy, Fax, With built-in Wifi/Wifi-direct Connection, compact size and Integrated ink tank design, Print Speed atleast 10.0 ppm (Black) and 5.0 ppm (colored), maximum copy size: Legal, with Flat bed color image scanner (1200 x 2400 dpi), Preferrably no papertray pullout	2	unit						



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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
2	Inverter Stand Fan with DC motor, Size: 16, inch Rotary Dial Knob for precise Air Flow Control, Free oscillation 2 way and has silent operation	1	unit				
3	Comb Binding Machine, 24 Standard Holes, Punching Capacity of Minimum 25 80gsm sheets, Binding Capacity of minimum 100 sheets, Maximum Paper Capacity: Legal Size documents, heavy duty	1	unit				
TOTAL							
Date of Event		N/A					
Purpose		Procurement of Semi-Expendable Equipment for Various office of SDO Tayabas for Official Use					

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