



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

REQUEST FOR QUOTATION (RFQ)

<div style="border-bottom: 1px solid black; margin-bottom: 10px;">Name of Company</div> <div style="border-bottom: 1px solid black;">Complete Company Address</div>	<div style="margin-bottom: 5px;">Date: <u>MAY 21, 2024</u></div> <div style="margin-bottom: 5px;">RFQ No.: <u>24-05-0072</u></div> <div style="margin-bottom: 5px;">PR No.: <u>2024-05-0072</u></div> <div style="margin-bottom: 5px;">ABC: ₱ <u>56,800.00</u></div> <div style="margin-bottom: 5px;">PHILGEPS Ref. No.: <u>10878970</u></div>
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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 May 27, 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
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**

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
FOOD AND VENUE							
	DAY 1						
1	AM SNACKS	71	pax				
	Sopas with egg, puto Lemon Cucumber Juice						
2	LUNCH	71	pax				
	Rice, Fried Tilapia, Shanghai, Chopseuy, Corn Soup, Grahams, Pineapple						
3	PM SNACKS	71	pax				
	Potato salad and banana cake, Four seasons						



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FOOD AND VENUE				Unit Price	Total Price	Yes	No
	Inclusions: Use of venue, use of sound system w/ microphone, white board w/ accessories and LCD w/ screen, w/ overflowing coffee w/ creamer and water, with free buffer good for 3 pax						
	***Nothing Follows						
TOTAL							
Date of Event			May 28, 2024				
Purpose			Food and Venue for 2nd Quarter 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><i>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.</i></p> <p style="text-align: center; margin-top: 20px;">_____</p> <p style="text-align: center;">Authorized Representative</p>

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