



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: July 19, 2024
Complete Company Address	RFQ No.: 24-07-0110
	PR No.: 2024-07-0110
	ABC: ₱ 28,000.00
	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 July 26, 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.: 24-07-0110  
PR No.: 2024-07-0110  
PHILGEPS Reference No.: N/A

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
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.

HERBERT D. PEREZ  
BAC Chairperson

10. Failure to comply with the 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
	DAY 1						
1	Breakfast - Corned Beef, Sunny side-up egg, Garlic Fried Rice, Coffee	35	pax				
2	AM Snacks - Sopas with Egg, Puto, Lemon Cucumber Juice	35	pax				
3	LUNCH - Rice, Fried Tilapia, Shanghai, Chopseuy, Corn Soup, Grahams, Pineapple	35	pax				
4	PM Snacks - Potato Salad and Banan Cake, Four Seasons	35	pax				
	INCLUSIONS:Day 1 Venue for plenary, Sound System, LCD, Overhead Projector, Projector Screen, Coffee Table with overflowing supply of Coffee, sugar and creamer, water dispenser						
TOTAL							
Date of Event		August 2, 2024					
Purpose		Food and Venue for Public Service Continuity Plan (PSCP) Review and Orientation for SDO Personnel					

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



Address: Brgy. Poto, Tayabas City  
Telephone No.: (042) 785-9615  
Email Address: tayabas.city@deped.gov.ph  
Website: https://www.sdotayabascity.gov.ph