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 24, 2024**
	RFQ No.:	**24-07-0112**
	PR No.:	**2024-07-0112**
	ABC:	₱ **8,400.00**
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 **July 29, 2024** *at* **9:00 am** *to the address listed above.*

HERBERT D. PEREZ
BAC Chairperson

GENERAL CONDITIONS
1. All entries must be typewritten and legible;
2. Bidders must submit the following eligibility requirements:
   a. PHILGEPS Registration Certificate
   b. DTI or SEC
   c. Mayor's/Business Permit
   d. Income/Business Tax Clearance
3. Place this RFQ in a sealed envelope and type the following details on the face of the envelope:

> *Your Company Name*
> RFQ No.: 24-07-0112
> PR No.: 2024-07-0112
> PHILGEPS Reference No.: N/A

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

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

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						
1	**DAY 1** **AM Snacks** Palabok, Empanada and Hot Choco	14	pax				
2	**LUNCH** Rice, Pritong Tilapia, Chicken Barbeque, Pinakbet, Soup, Coffee Jelly, Cucumber Juice	14	pax				
	INCLUSIONS: Use of venue, use of sound system w/microphone, white board w/ accessories and LCD w/Screen, w/overflowwing coffee w/creamer and water with free buffet good for 2 pax						
	***Nothing Follows**						
	TOTAL						
Date of Event	*August 7, 2024*						
Purpose	*Provision of Food and Venue for Division Executive (DEXCOM) Meeting for FY 2024 (3rd Quarter)*						

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				Unit Price	Total Price	Yes	No
	Food and Venue						

SUPPLIER/CONTRACTOR/CONSULTANTS CERTIFICATION

Atter 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