



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
Complete Company Address	RFQ No.: 24-07-0118
	PR No.: 2024-07-0118
	ABC: P 56,800.00
	PHILGEPS Ref. No.: IIII003

**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 August 6, 2024 at 9:00 am to the address listed above.

**GENERAL CONDITIONS**

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

Your Company Name  
RFQ No.: 24-07-0118  
PR No.: 2024-07-0118  
PHILGEPS Reference No.: N/A

- 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)
- 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
- 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.

HERBERT D. PEREZ  
BAC Chairperson

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
<b>Office Equipment</b>							
1	<b>DAY 1</b> <b>AM Snacks</b> Turon, Pansit (Tamis-Anghang), Cucumber Juice	71	pax				
2	<b>LUNCH</b> Rice, Fried Fish, Ensaladang Gulay, Chicken BBQ, Crab and Corn Soup, Fresh Fruit, Water	71	pax				
3	<b>PM Snacks</b> Potato Salad and Banana cake, Four Seasons	71	pax				
	<b>INCLUSIONS:</b> 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						
	<b>***Nothing Follows</b>						
<b>TOTAL</b>							



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



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				Unit Price	Total Price	Yes	No
Office Equipment							
Date of Event				August 22, 2024			
Purpose				Provision of Food and Venue for Management Committee (MANCOM) Meeting for FY 2024 (3rd Quarter)			

**SUPPLIER/CONTRACTOR/CONSULTANTS CERTIFICATION**

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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. PotoI, Tayabas City  
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