



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

**REQUEST FOR QUOTATION (RFQ)**

<b>Name of Company</b>	Date: <b>August 07, 2024</b>
	RFQ No.: <b>24-07-0124</b>
	PR No.: <b>2024-07-0124</b>
	ABC: <b>₱ 12,000.00</b>
<b>Complete Company Address</b>	PHILGEPS Ref. No.: <b>N/A</b>

**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 22, 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.: 24-07-0124**  
**PR No.: 2024-07-0124**  
**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 (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.

**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
1	AM SNACK -Bihon Guisado, Cassava Cake, Juice in Can	15	pax				
2	LUNCH - Beef Brocoli, Chicken Fillet Sauce, Rice, Broken Glass, Mushroom Soup, fresh Fruits, juice in can	15	pax				
3	SNACKS PM - Ham Sandwich, French Fries, Pineapple Juice	15	pax				
4	INCLUSIONS: Session Room/s, Tables and Chairs with skirting, Projector, sound system, microphones, unlimited coffee with sugar and creamer, milo, buffer for 2 pax (for top management) w/ fresh fruits						
<b>TOTAL</b>							
Date of Event		<b>August 27, 2024</b>					
Purpose		<b>Provision of Foods for CID Quarterly Program Implementation Review and Performance Assessment (PIRPA) for CY 2024 (3rd Quarter)</b>					



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				<b>SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX</b>			
<b>ITEM NO.</b>	<b>ITEM DESCRIPTION</b> (Item Name & Technical Specifications)	<b>QTY.</b>	<b>UNIT</b>	<b>FINANCIAL PROPOSAL</b> (Indicate the Price Offer)		<b>TECHNICAL PROPOSAL</b> (Indicate Brand/ Model Offer)	
				<b>Unit Price</b>	<b>Total Price</b>	<b>Yes</b>	<b>No</b>

**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