



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: August 21, 2024
Complete Company Address	RFQ No.: 24-08-0129
	PR No.: 2024-08-0129
	ABC: P 14,240.00
	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 September 2, 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.: 24-08-0129  
PR No.: 2024-08-0129  
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
1	5 Socket Power Strip	1	piece				
2	Office Metal Shelving Cabinet, 4 Door Pull Out Cabinet with Metal Divider and Slots. Lateral Orientation with Centralized Key Lock, Thick and Heavy - Duty Metal for Storage with Thick Coating for Anti Rust and Slots for Label	1	piece				
3	A4 Bond Paper	1	ream				
TOTAL							
Date of Event		N/A					
Purpose		Procurement of Office Supplies and Equipment for Administration of the National Achievement Test for Grade 12					

**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. Potol, Tayabas City  
Telephone No.: (042) 785-9615  
Email Address: tayabas.city@deped.gov.ph