



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 _____
Complete Company Address _____

Date: September 16, 2024
RFQ No.: 24-09-0138
PR No.: 2024-09-0138
ABC: P 24,000.00
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 September 19, 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.: 24-09-0138
PR No.: 2024-09-0138
PHILGEPS Reference No.: N/A

HERBERT D. PEREZ
BAC Chairperson

- Delivery period must be at least within **seven (7) calendary 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.

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

| ITEM NO. | ITEM DESCRIPTION (Item Name & Technical Specifications) | QTY. | UNIT | SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX | | | |
|----------|---|------|------|--|-------------|---|----|
| | | | | FINANCIAL PROPOSAL (Indicate the Price Offer) | | TECHNICAL PROPOSAL (Indicate Brand/ Model Offer) | |
| | | | | Unit Price | Total Price | Yes | No |
| 1 | Day 1 AM snacks- Bread, Carbonara and Juice in Can | 20 | pax | | | | |
| 2 | Lunch- Inihaw na liempo, Sinampalukang manok, Rice, corn soup Coffee Jelly, Cucumber Juice | 20 | pax | | | | |
| 3 | PM snacks – ham sandwich, french fries, pineapple juice | 20 | pax | | | | |
| 4 | Day 2 AM snacks- Pancit habhab, Crisp banana roll, Orange juice | 20 | pax | | | | |
| 5 | Lunch - Beef broccoli, chicken fillet with sauce, Rice, Broken Glass, Mushroom soup, fresh fruits | 20 | pax | | | | |
| 6 | PM snacks – Congee with Chicken Flakes and Egg, toasted bread, Juice in can | 20 | pax | | | | |
| 7 | Inclusions: Session room with tables and chairs for 25 pax, sound system with wireless microphone, overflowing coffee with sugar and creamer, service water, food and fruits buffer for 3 (Top Management) | | | | | | |
| TOTAL | | | | | | | |



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| 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 |
| Date of Event | | September 23-24, 2024 | | | | | |
| Purpose | | Provision of Foods for Division Assessment and Performance Review of the National Learning Camp (NLC) Implementation School Year 2023-2024 | | | | | |

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 receipt 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