



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: <u>September 23, 2024</u>
Complete Company Address	RFQ No.: <u>24-09-0146</u>
	PR No.: <u>2024-09-0146</u>
	ABC: <u>P</u> 19,110.00
	PHILGEPS Ref. No.: <u>N/A</u>

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 October 11, 2024 at 9:00 am to the address listed above.

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.: 24-09-0146
PR No.: 2024-09-0146
PHILGEPS Reference No.: N/A

4. 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)
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.

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
Training Kit with the Following Content:							
1	Training Bag: preferably with monochrome print (*please see picture/design*)	100	piece				
2	Training Notebook, stenographer type, 60 Leaves/Notebook, Size: 6" x 9", Thickness of pad: 55 gsm	100	piece				
3	Ordinary ballpen, High Quality, Tip 0.5mm Ballpoint, Black	100	piece				
4	Plastic Folder, L-Type, Size: Short, Preferably One color,	100	piece				
5	Permanent Marker, Refillable, High Quality, Bullet Point/Fine Tip, Black, High Quality for reuse	10	piece				
6	Board Paper, Specialty Paper, Thickness 120 gsm, Size L 4A, White, 10 pcs/pack	12	pack				
7	Typewriting, Copy paper Thickness: 80 gsm, 500 pcs/ream, white/Ultra-white, High Quality	1	ream				
8	Refill Ink for Permanent Marker, High Quality, Inclusive of Pipe dropper, Permanent Ink, 1 pc/bottle-box, Black, Minimum 30 ml	2	bottle				



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				Unit Price	Total Price	Yes	No
Training Kit with the Following Content:							
TOTAL							
Date of Event		November 2024					
Purpose		Procurement of Supplies for Division Training-Workshop for Receiving Teachers on SNED Content and Pedagogy (Batch 2 and Batch 3)					

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