



**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>October 3, 2024</b>
	RFQ No.: <b>24-10-0151</b>
	PR No.: <b>2024-10-0151</b>
	ABC: <b>P 108,500.00</b>
<b>Complete Company Address</b>	PHILGEPS Ref. No.: <b>11366086</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 **October 21, 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.: 24-10-0151**  
**PR No.: 2024-10-0151**  
**PHILGEPS Reference No.: 11366086**

- 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: <b>PER LOT / PER ITEM</b>				<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>
1	DAY 1						
	AM SNACKS - Sopas, Boiled Egg and Buko Juice	85	pax				
	LUNCH - Rice, Fried Chicken, Menudo, Fried Fish, Orange Fruit and Water	85	pax				
3	PM SNACKS - Potato Salad and Canned Juice	85	pax				
4	INCLUSIONS - Venue (2 breakout session), free use of sound system and mic, projector and whitre screen, 2 buffer, unlimited water and unlimited Coffee						
5	DAY 2						
	AM SNACKS - Spaghetti, 1 pc puto and canned Juice	70	pax				
	LUNCH - Rice, Chicken Fillet, Pork Adobo, Vegetables, Banana Fruit and Water	70	pax				
7	PM SNACKS - Burger, Fries and Canned Juice	70	pax				



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				Unit Price	Total Price	Yes	No
8	INCLUSIONS - Venue (2 breakout session), free use of sound system and mic, projector and white screen, 2 buffer, unlimited water and unlimited Coffee						
<b>TOTAL</b>							
Date of Event			<b>October 30-31, 2024</b>				
Purpose			<b>Provision of Foods for Division Student Leadership Training Cum Team Building Activities of Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG)</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 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