



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: October 11, 2024
	RFQ No.: 24-10-0155
	PR No.: 2024-10-0155
Complete Company Address	ABC: ₱ 30,500.00
	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 **November 5, 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.: 24-10-0155
PR No.: 2024-10-0155
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**

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	Standard Capacity Toner Cartridge, Product Code:CT202873 (Fuji Xerox Docu Centre S2110)	4	unit				
2	Drum Cartridge, Product Number : CT351075 (Fuji Xerox DocuCentre S2110)	1	unit				
3	**Inclusive of Active and Responsive maintenance service and technical support of authorized service provider for fuji xerox docucentre S2110 units for minimum of 3 years or such consumables are fully exhausted**						
TOTAL							
Date of Event		November 2024					
Purpose		Procurement of Additional Ink and Drum Cartridge for Fujixerox Documenter 2110 for the Inhouse reproduction of Learning Activity Sheets (LASs) and Lesson Exemplars (LEs) of Kindergarten, Grade 1,4, and 7 for the Implementation of the MATATAG Curriculum					



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				Unit Price	Total Price	Yes	No

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