



**Republic of the Philippines**  
**Department of Education**  
 REGION IV- A CALABARZON  
 CITY SCHOOLS DIVISION OF CITY OF TAYABAS

**REQUEST FOR QUOTATION (RFQ)**

<b>Name of Company</b>	Date: <b>December 19, 2024</b>
	RFQ No.: <b>2024-12-224</b>
	PR No.: <b>2024-12-0224</b>
	ABC: <b>P 20,130.00</b>
<b>Complete Company Address</b>	PHILGEPS Ref. No.: <b>N/A</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 **December 23, 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.: 2024-12-224**  
**PR No.: 2024-12-0224**  
**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: <b>PER LOT / PER ITEM</b>				<b>SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX</b>			
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	Extension Cord, 5 Socket Power Strip, 5 Universal standard outlet, Independent switches, Surge Protection, Overload Protection, Flame Retardant Material, minimum 1.5 meters cable	3	unit				
2	Brother DCP - T720DW Ink Refill, Genuine, BT5000, CMY	7	set				
3	Bond Paper, A4, Copier Paper, 70 gsm, sub 20, 500 pcs/ream	17	ream				
4	Ordinary Ballpen, 0.5 mm tip pen	2	piece				
<b>TOTAL</b>							
Date of Event		<b>N/A</b>					
Purpose		<b>Procurement of Supplies and Equipment for the Provision of Resources for the Program for International Student Assessment (PISA) Preparation Program</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 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