



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: April 4, 2024
RFQ No.: 24-04-0057
PR No.: 2024-04-0057
ABC: ₱ 10,000.00
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 April 15, 2024 at 9:00am to the address listed above.

GENERAL CONDITIONS

- All entries must be typewritten and legible;
- Bidders must submit certificate of PHILGEPS Registration; or
- Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, etc.);
- Place this RFQ in a sealed envelope and type the following details on the face of the envelope:

Your Company Name
RFQ No.: 24-04-0057
PR No.: 2024-04-0057
PHILGEPS Reference No.: N/A

HERBERT D. PEREZ
BAC Chairperson

- 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 (ABC);
- 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**

SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BO

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	AM Snacks - Sandwich, Fries and Juice	25	pax				
2	Lunch - Rice, Menudo, Banana and water	25	pax				
	Inclusion: Food buffer for 2 pax						
TOTAL							
Date of Event				May 17, 2024			
Purpose				Procurement of Foods for Youth Volunteerism: An Outreach Program of Division Federated Supreme Elementary Learner Government and Supreme Secondary Learner Government Officer (May 17, 2024)			

SUPPLIER/CONTRACTOR/CONSULTANTS CERTIFICATION



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				Unit Price	Total Price	Yes	No

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