



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

REQUEST FOR QUOTATION (RFQ)

<p>Name of Company _____</p> <p>Complete Company Address _____</p>	<p>Date: <u>May 29, 2024</u></p> <p>RFQ No.: <u>24-05-0084</u></p> <p>PR No.: <u>2024-05-0084</u></p> <p>ABC: <u>P 62,444.00</u></p> <p>PHILGEPS Ref. No.: _____</p>
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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 June 3, 2024 at 9:00 am 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.: 24-05-0084
PR No.: 2024-05-0084
PHILGEPS Reference No.:

- 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)	
SUPPLIES				Unit Price	Total Price	Yes	No
1	Training kit (A5 size Notebook, Black ballpen ordinary .5 tip, A4 bond paper (10pcs per pack), plastic envelope with holder (15.5" x 1.80" x 11") and Correction Tape)	30	set				
2	Advocacy DRRM Jacket	30	piece				
3	Board Paper A4	10	pack				
4	Bond paper A4 substance 20	3	ream				
5	Black Permanent Marker Ballpoint	10	piece				
6	Masking tape 2 inches	3	piece				
7	Colored paper A4 (Yellow and Yellow Green)	2	pack				
8	Gel black ballpen .5 tip	10	piece				
	***Nothing Follows						
TOTAL							
Date of Event		June 12-15, 2024					
Purpose		Supplies and Training Kits for Training-writeshop on the Development of Public Service Continuity Plan (PSCP) cum Division Contingency Planning					

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