Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

REQUEST FOR QUOTATION

March 24, 2026

The Department of Education, Schools Division of Dapitan City through the Bids and Awards Committee (BAC) hereby invites all interested suppliers to submit quotation for:

Procurement Title: Division Executive Meeting cum Capability-Building Session on the Personnel Information Empowerment System

ABC : Php 7,000.00
RFQ Number : 2026-03-0452

Deadline for submission of sealed quotation: **March 26, 2026 @ 10:00 AM**
Date of Opening of Bids: **March 26, 2026**
Office of the BIDS and AWARDS COMMITTEE
DepEd - Schools Division of Dapitan City
Sunset Boulevard, Dawo, Dapitan City

TERMS AND CONDITIONS/SPECIFICATIONS AND REQUIREMENTS:

1. The interested Supplier shall purchase the bidding documents from the BAC Secretariat pursuant toSection 17.4 of the IRR of RA 9184 following the standard rate stipulated therein.
2. Supplier shall quote all of the goods above-cited in sealed quotation.
3. Labelling of envelopes shall follow the format below:

Department of Education - Schools Division of Dapitan City Sunset Boulevard, Dawo, Dapitan City 065-213-6227 Procurement Title: Division Executive Meeting cum Capability-Building Session on the Personnel Information Empowerment System ABC : Php 7,000.00

4. Prospective/Interested Suppliers shall submit together with its quotation the following documents: a. Mayor's / Business Permit
   b. PhilGEPS Registration Number
   c. Omnibus Sworn Statement
   d. Income/Business Tax Return
5. Quotation exceeding the ABC shall automatically be rejected.
6. Delivery date shall be Ten (10) days after the receipt of PO.
7. NCA Requested/Payment within 30 to 60 days upon receipt of complete supporting documents.

The DepEd, Schools Division of Dapitan City reserves the right to reject any or all quotations with or without cause and to award the contract to a supplier whose offer is the most advantageous to the government.

AURELIO A. SANTISAS, CESE
Assistant Schools Division Superintendent
Chair, Bids and Awards Committee

March 24, 2026
Date

CERTIFICATION OF DISTRIBUTION OF BIDS OR CANVASS

I HEREBY CERTIFY that I have furnished copies of the Request for Quotations (RFQ) for the **Division Executive Meeting cum Capability-Building Session on the Personnel Information Empowerment System** with Purchase Request No. **2026-03-0452** dated **03-17-2026** to the following dealers as acknowledged by them under column "Received Copy" or noted "Mailed" by me on the dates shown below.

Dealer/Store	Received Copy	Date
1.		
2.		
3.		

MARIANNA KESTREL T. HARAYO
Canvasser