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

REQUEST FOR QUOTATION

October 19, 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: SNED PROGRAM SUPPORT TO SCHOOLS WITH LEARNERS TAGGED IN THE LIS

ABC : Php 98,689.51
RFQ Number : 2026-10-0621

Deadline for submission of sealed quotation: **October 21, 2026 @ 10:00 AM**
Date of Opening of Bids: **October 21, 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 to The IRR of RA 12009 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: SNED PROGRAM SUPPORT TO SCHOOLS WITH LEARNERS TAGGED IN THE LIS
>
> ABC : Php 98,689.51

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, CESO VI
Assistant Schools Division Superintendent
Chair, Bids and Awards Committee

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

QUOTATION SUBMISSION SHEET

RFQ No. 2026-10-0621

The Schools Division Superintendent
Department of Education
Schools Division of Dapitan City
Sunset Boulevard, Dawo, Dapitan City

Attention: The Chair

Sir:

I have the honor to submit our quotation for the following supplies/ articles/ materials for appraisal by the committee.

Procurement Title: SNED PROGRAM SUPPORT TO SCHOOLS WITH LEARNERS TAGGED IN THE LIS

ABC : Php 98,689.51

Stock No.	Unit	Item Description	Quantity	Estimated Unit Price	Unit Cost	Total Cost
1	reams	BOND PAPER A4 80GSM	96	230.00		
2	sets	REFILL INK 003 BYMC	15	1,200.00		
3	bottles	REFILL INK 003 BLACK	12	300.00		
4	sets	REFILL INK BROTHER BT6000 SET	1	2,100.00		
5	boxes	CRAYON 16s	34	50.00		
6	boxes	CRAYON 36s	12	80.00		
7	boxes	CRAYON 48s	1	200.00		
8	pieces	WHITE BOARD 24 X 36	1	950.00		
9	pieces	WHITE BOARD 12 X 16	15	120.00		
10	pieces	WHITE BOARD MARKER BLACK	16	55.00		
11	pieces	WHITE BOARD ERASER	15	30.00		
12	bottles	WHITE BOARD INK BLACK	2	200.00		
13	pieces	NOTEBOOK 80 LEAVES	52	22.00		
14	boxes	CRAYONS JUMBO	4	105.00		
15	boxes	JUMBO PENCIL	1	350.00		
16	pieces	COLORING BOOK BIG	4	100.00		
17	pieces	TRACING BOOK	13	50.00		
18	bottles	MULTI PURPOSE GLUE 130g	5	120.00		
19	pieces	SCISSORS - MEDIUM	22	48.00		
20	pieces	CARTOLINA ASSORTED	70	10.00		

		COLOR				
21	pieces	CONSTRUCTION PAPER	20	15.00		
22	pieces	PENTEL PEN FINE BLACK	15	66.00		
23	bottles	PENTEL PEN INK	3	80.00		
24	pieces	3 IN 1 PRINTER Specification: Print, Scan, Copy; On-demand Inkjet / Epson Micro Piezo printing technology; maximum print resolution of 5760 × 1440 dpi; ISO print speed of up to 10 ipm (Black) and 5 ipm (Color); draft print speed of up to 33 ppm (Black) and 15 ppm (Color); minimum ink droplet size of 3 picoliters; Black, Cyan, Magenta, and Yellow colors; flatbed color CIS scanner with 600 × 1200 dpi optical resolution and maximum scan area of 216 × 297 mm; maximum copy size of A4/Letter; up to 20 standalone copies; and borderless printing up to 4R (4 × 6 inches).	2	10,995.00		
25	boxes	OIL PASTEL	4	145.00		
26	pieces	CORK BOARD 60 X 90 CM	1	699.89		
27	pieces	BALLPEN .05 BLACK	110	7.00		
28	pieces	PENCIL # 2	164	10.00		
29	pieces	PENCIL ERASER	20	10.00		
30	pieces	PENCIL SHARPENER	32	10.00		
31	pieces	PENCIL CASE	20	25.00		
32	boxes	COLORED PENCIL	12	50.00		
33	pieces	CLEAR EXPANDED ENVELOP LONG W/ HANDLE	11	75.00		
34	sets	PICTURE FLASH CARDS	3	200.00		
35	sets	NUMBER FLASH CARDS	1	95.00		
36	pieces	LETTER TRACING BOOKLET	10	15.00		
37	pieces	ACTIVITY BOOKLET NUMBERS 1-100	10	15.00		
38	pieces	CURSIVE WRITING BOOKLET	10	15.00		
39	pads	INTERMEDIATE PAD PAPER	10	35.00		
40	pieces	DOUBLE LINE NOTEBOOK 60 LEAVES	64	15.00		
41	pieces	SILICON PENCIL GRIP	1	150.00		

42	pieces	RULER 12"	24	15.00		
43	pieces	MEASURING TAPE 50 METERS	1	500.00		
44	pieces	HDMI CORD 6M	1	1,100.00		
45	pieces	HDMI SPLITTER 4n1 CABLE	1	300.00		
46	reams	LAMINATING FILM	1	900.00		
47	pieces	FILIPINO STORY READING BOOKS	5	100.00		
48	pieces	SCOTCH TAPE 2"	2	99.81		
49	pieces	MASKING TAPE 2"	1	100.00		
50	sets	MAGNETIC LETTER TILES	3	200.00		
51	sets	CLAY DOUGH 12 COLORS	6	320.00		
52	pieces	FOLDER A4	20	8.00		
53	sets	INDEX CARD 1/2	2	150.00		
54	pieces	MANILA PAPER	20	10.00		
55	pieces	ART PAPER	20	10.00		
56	pieces	GLUE STICK SMALL	20	15.00		
57	reams	NEON PAPER	1	350.00		

Until a formal Contract in the form of Purchase Order is prepared and executed, this quotation, shall be binding upon us.

We understand that you are not bound to accept the lowest or any quotation you may receive.

We certify/confirm that we comply with the eligibility requirement as required i.e. GEPS Registration Certificate and others as may be necessary.

Signed this _____ day of _____ 2026.

_____
[Signature of Supplier over printed name or authorized representative]

_____
[in the capacity of/designation of authorized representative]

Duly authorized to sign Quotation for and on behalf of :

_____
[Registered Company/Business Name of the Supplier]

PhilGEPS Reg. No.: _____

Address: _____

Telephone No.: _____

Telefax No.: _____

Email Address: _____

Awarded to: _____

_____

_____ _____

_____ _____

BAC-QSS-04