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

REQUEST FOR QUOTATION

January 12, 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: FOR THE USE IN PRINTING OF PAYROLLS FOR REGULAR SALARY.

ABC : Php 9,100.00
RFQ Number : 2026-01-0420

Deadline for submission of sealed quotation: **January 14, 2026 @ 10:00 AM**
Date of Opening of Bids: **January 14, 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 Section 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: FOR THE USE IN PRINTING OF PAYROLLS FOR REGULAR SALARY.
>
> ABC : Php 9,100.00

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

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QUOTATION SUBMISSION SHEET
RFQ No. 2026-01-0420

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: FOR THE USE IN PRINTING OF PAYROLLS FOR REGULAR SALARY.

ABC : Php 9,100.00

Stock No.	Unit	Item Description	Quantity	Estimated Unit Price	Unit Cost	Total Cost
1	box/es	CONTINUOUS FORMS 3 PLY 11X9 1/2 (WITH CARBON)	4	1,450.00		
2	pieces	PRINTER RIBBON CARTRIDGE LQ 2190	3	1,100.00		

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 _____ 2025.

_____
[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

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