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

REQUEST FOR QUOTATION

June 1, 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: 1st Quarter - For the office use and operational supplies and items of various office and sections within the Schools Division Office of Dapitan City.

ABC : Php 98,373.81
RFQ Number : 2026-05-0513

Deadline for submission of sealed quotation: **June 3, 2026 @ 10:00 AM**
Date of Opening of Bids: **June 3, 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: 1st Quarter - For the office use and operational supplies and items of various office and sections within the Schools Division Office of Dapitan City.
>
> ABC : Php 98,373.81

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

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Department of Education
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SCHOOLS DIVISION OF DAPITAN CITY

QUOTATION SUBMISSION SHEET

RFQ No. 2026-05-0513

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: 1st Quarter - For the office use and operational supplies and items of various office and sections within the Schools Division Office of Dapitan City.

ABC : Php 98,373.81

Stock No.	Unit	Item Description	Quantity	Estimated Unit Price	Unit Cost	Total Cost
1	bottles	INK 003 (Black)	33	330.00		
2	bottles	Ink 003 (Cyan)	10	330.00		
3	bottles	Ink 300 (Yellow)	10	330.00		
4	bottles	Ink 003 (Magenta)	10	330.00		
5	bottles	Ink 664 (Black)	4	270.00		
6	bottles	Ink D60	12	360.00		
7	bottles	Ink BT5000 (Cyan)	9	430.00		
8	bottles	Ink BT5000 (Yellow)	9	430.00		
9	bottles	Ink BT5000 (Magenta)	9	430.00		
10	rolls	Straw for packing big Roll	3	100.00		
11	packs	Wet Wipes	1	75.04		
12	pieces	Record Book , 300 Pages	10	85.00		
13	pieces	Marking Pens (Board, Black, Blue)	5	22.80		
14	boxes	Stapler Wire No. 35	63	45.00		
15	pieces	File Folder White Legal Size	60	7.00		
16	pieces	Correction Tape, 12mm	57	30.00		
17	packs	Face Tissue Paper	5	85.00		
18	packs	Tissue Paper 2ply	10	150.00		
19	gallons	Alcohol	2	750.00		

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	oxes	Bond Paper A4 Size, 70Gsm(5 reams)	6	1,250.00		
	rolls	Scotch Tape White - 2 Inches	4	50.00		
	reams	Bond Paper Legal Size (Long) 80Gsm	13	646.00		
23	pads	Plastic Tabbing (Sticky Note Flags)	40	65.00		
24	boxes	Sign Pen 0.35mm/0.38(Blue and Black)	15	360.00		
25	boxes	Bond Paper A4 Size 80Gsm	11	1,350.00		
26	pieces	Folder A4 Size	70	6.00		
27	pieces	Folder Legal Size	62	6.00		
28	boxes	Sign Pen 0.4 Blue	1	336.00		
29	pieces	Scissor (High Quality A/S Ergonomic Design/Medium Size)	2	65.00		
30	pieces	Staple Standard Type	1	200.00		
31	boxes	Paper Clip, Vinyl/Plastic Coated 33mm	2	19.53		
32	boxes	Paper Clip, Vinyl/Plastic Coated	7	19.53		
33	bottles	Multi-purpose Glue (all/130ml	1	55.00		
34	rolls	Paper Tape (1")	1	35.00		
35	rolls	TRANSPARENT TAPE(48MM)	1	50.00		
36	boxes	BINDER CLIPS 50MM BACKFOLD CLIP	2	96.00		
37	boxes	BINDER CLIPS 32MM BACKFOLD CLIP	3	70.00		
38	boxes	BINDER CLIPS 19MM BACKFOLD CLIP	2	24.00		
39	rolls	Transparent Tape ("2)	1	45.00		
40	boxes	BINDER CLIPS 25MM BACKFOLD CLIP	1	45.00		
41	pieces	Expanded Envelope (Long)	12	20.00		
42	pads	Stamp Pad	4	168.00		
43	bottles	Stamp Pad Refill Ink	2	20.00		
44	pieces	Correction Tape	4	25.00		
45	reams	Bond Paper (Legal Size 80gsm)	10	240.00		
46	reams	Bond Paper (A4 Size 80gsm)	7	235.00		
47	reams	Digital Premium INKJET and LASER Paper A4 Size 100 pcs	2	400.00		
48	boxes	Sign Pen 0.5	4	400.00		
49	boxes	Ballpen Black	2	300.00		
50	rolls	Double Sided Tape 12mm	4	60.00		
51	bottles	Alcohol 300ml , Spray	3	60.00		

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	ieces	ENVELOPE ORDINARY BROWN LONG	6	15.00		
	pieces	ENVELOPE ORDINARY BROWN A4	6	10.00		
54	pieces	FILE FOLDER LONG WHITE	12	6.00		
55	pieces	FILE FOLDER A4 SIZE	12	6.00		
56	rolls	Tissue Paper 2ply	1	50.00		
57	pieces	Marker Permanent	2	36.00		
58	boxes	Binder Clip 1/4	1	150.00		
59	pieces	Paper Puncher	1	500.00		

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: _____

_____

_____ _____

_____ _____

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