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

QUOTATION SUBMISSION SHEET

RFQ No. 2026-07-0559

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: Cash Office use

ABC : Php 35,000.00

Stock No.	Unit	Item Description	Quantity	Estimated Unit Price	Unit Cost	Total Cost
1	piece/s	Document Scanner Workforce DS-410 Scanner Type: A4 sheet-fed, one-pass duplex color scanner Sensor Type: Dual Contact Image Sensor (CIS) Light Source: RGB LED Interface: USB 2.0 (Hi-Speed) Drivers: TWAIN, ISIS, WIA, ICA Operating Systems: Windows and macOS 2. Scanning Performance Optical Resolution: 600 × 600 dpi Output Resolution: 50 – 1200 dpi Color Depth: 48-bit input / 24-bit output (color) 16-bit input / 8-bit output (grayscale) Scan Modes: Color, Grayscale, Monochrome Duplex Scanning: Yes (single-pass duplex) 3. Scan Speed Simplex: up to 26 pages per minute (ppm) Duplex: up to 52 images per minute (ipm)	1	35,000.00		

		Speed measured at 300 dpi for color or monochrome scanning.				

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 :

_____ **Awarded to:** _____

[Registered Company/Business Name of the Supplier]

PhilGEPS Reg. No.: _____ _____

Address: _____

Telephone No.: _____ _____ _____

Telefax No.: _____

Email Address: _____ _____ _____

BAC-QSS-04