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

REQUEST FOR QUOTATION

May 11, 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: Procurement of Office Supplies and Equipment for SDS office.

ABC : Php 20,615.00
RFQ Number : 2026-05-0476

Deadline for submission of sealed quotation: **May 13, 2026 @ 10:00 AM**
Date of Opening of Bids: **May 13, 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: Procurement of Office Supplies and Equipment for SDS office.
>
> ABC : Php 20,615.00

4. Prospective/Interested Suppliers shall submit together with its quotation the following documents:
   a. Mayor's / Business Permit
   b. PhilGEPS Registration Number
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
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SCHOOLS DIVISION OF DAPITAN CITY

QUOTATION SUBMISSION SHEET

RFQ No. 2026-05-0476

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: Procurement of Office Supplies and Equipment for SDS office.

ABC : Php 20,615.00

Stock No.	Unit	Item Description	Quantity	Estimated Unit Price	Unit Cost	Total Cost
1	piece/s	Comb Binding Machine B2938 Specifications: Separate Nitrified Sharp Blades, Punches uo to 15 sheets of paper at a time, 3x8mm Universal square holes, adjustable margin, 21 holes nitrified sharp blades, A wide range of binding options (please see attached sample photo)	1	10,000.00		
2	pieces	Dinner Plate Ceramic, 10.5", white	10	100.00		
3	pieces	Ceramic Soup Bowl, 9", white	3	165.00		
4	pieces	Ceramic Soup Bowl, 7.5cm, white	6	70.00		
5	pieces	Cake Plate/saucer, 17cm, white	6	55.00		
6	pieces	Rectangular Platter, 30x16x2.5, white	1	280.00		
7	packs	Dinner Spoon plain, 6pcs	2	100.00		
8	packs	Dinner Fork plain, 6pcs	2	100.00		
9	packs	Table Spoon, 6pcs	1	190.00		
10	sets	PVD Coated 3pcs Serving Cutlery Set	1	700.00		
11	sets	Cup & saucer, Set of 6, white	1	450.00		
12	pieces	Drinking glass	10	65.00		
13	boxes	Sign pen, .7, Blue	10	370.00		

14	pieces	3 Tiers(75.5CM Height, 50CM width, 27.5CM side width) Plastic Dish Cabinet, Dish Drainer Drying Rack Aesthetic w/cover for plates, bowls,etc. (preferably cream color)please see attached sample photo	1	2,000.00		

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 :

_____ **Awarded to:** _____

[Registered Company/Business Name of the Supplier]

PhilGEPS Reg. No.: _____ _____

Address: _____

Telephone No.: _____ _____ _____

Telefax No.: _____

Email Address: _____ _____ _____

BAC-QSS-04