



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

REQUEST FOR QUOTATION

October 6, 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: Supply and Delivery of Office supplies for reports and other SBFP related activities

ABC : Php 10,000.00

RFQ Number : 2026-10-0612

Deadline for submission of sealed quotation: October 8, 2026 @ 10:00 AM

Date of Opening of Bids: October 8, 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:

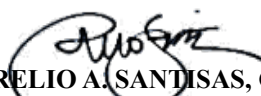
Department of Education - Schools Division of Dapitan City
Sunset Boulevard, Dawo, Dapitan City
065-213-6227

Procurement Title: Supply and Delivery of Office supplies for reports and other SBFP related activities

ABC : Php 10,000.00

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



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QUOTATION SUBMISSION SHEET
RFO No. 2026-10-0612

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: Supply and Delivery of Office supplies for reports and other SBFP related activities

ABC : Php 10,000.00

Stock No.	Unit	Item Description	Quantity	Estimated Unit Price	Unit Cost	Total Cost
1	box/es	Binding Clip Big-Metal binder clip, approximately 50 mm, heavy-duty	5	96.00		
2	boxes	Binding Clip Small-Metal binder clip 25mm	5	60.00		
3	boxes	Paper Clip Small-Standard galvanized wire, approximately 33 mm, 100 pcs./box	10	32.00		
4	boxes	Ball Pen Black-0.5 mm ballpoint	5	96.00		
5	boxes	Ball Pen Blue-0.5 mm ballpoint, blue ink	5	96.00		
6	pieces	Signing Pen-Fine/medium point, black ink	5	420.00		
7	pieces	Correction Tape-5 mm × 6 m minimum	5	32.00		
8	sets	Tabbing Highlighter 7 colors-Assorted 7	5	160.00		
9	packs	Special Paper – A4, 80 gsm	10	38.00		
10	reams	Long Bond Paper-8.5" × 13", 80 gsm, white	5	320.00		
11	pieces	Wireless Mouse-2.4 GHz wireless	2	680.00		
12	reams	A4 Bond Paper- 80 gsm, white	5	308.00		

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]

Awarded to: _____

[Registered Company/Business Name of the Supplier] PhilGEPS Reg. No.:

Address _____
Telephone _____
Telefax _____
Email _____



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