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

REQUEST FOR QUOTATION

May 13, 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: Division-Led Training of Teachers on the Revised Grade 6, 9 and 10 Curriculum on May 19-23, 2026, May 25-29, 2026 and June 1-5, 2026

ABC : Php 121,405.00
RFQ Number : 2026-05-0491

Deadline for submission of sealed quotation: **May 15, 2026 @ 10:00 AM**
Date of Opening of Bids: **May 15, 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: Division-Led Training of Teachers on the Revised Grade 6, 9 and 10 Curriculum on May 19-23, 2026, May 25-29, 2026 and June 1-5, 2026
>
> ABC : Php 121,405.00

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

QUOTATION SUBMISSION SHEET

RFQ No. 2026-05-0491

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: Division-Led Training of Teachers on the Revised Grade 6, 9 and 10 Curriculum on May 19-23, 2026, May 25-29, 2026 and June 1-5, 2026

ABC : Php 121,405.00

Stock No.	Unit	Item Description	Quantity	Estimated Unit Price	Unit Cost	Total Cost
1	piece/s	Marking Pens, Permanent (Broad/Black/Blue)	150	45.00		
2	pieces	Scissors (High Quality S/S, Ergonomic design/Medium Size)	35	75.00		
3	boxes	Sign Pen, .5 Blue	10	370.00		
4	pieces	Ballpen (Black)	560	7.00		
5	pieces	Manila Paper	500	6.00		
6	packs	Brown Envelope A4 (100s)	2	360.00		
7	pieces	Expanded Envelope, Long, Kraft	440	25.00		
8	bottles	Multi-Purpose Glue (All/130 gms)	35	63.00		
9	boxes	Bondpaper (Subs 20 A4)	7	1,350.00		
10	packs	Specialty Paper (Pale Cream, 8.5"x11", 90 GSM, 10 sheets per pack)	65	45.00		
11	pieces	Notebook (50 leaves)	410	25.00		
12	rolls	Masking Tape, Brown, (2")	35	55.00		
13	reams	Multi-Colored Paper Paper (Long, 80 gsm)	35	250.00		
14	rolls	Paper Tape (2")	35	70.00		
15	pads	Sticky Notes, Arrow Shape, 12mmx45mm	48	50.00		
16	rolls	Transparent Tape (2")	35	65.00		

17	bottles	Liquid Hand Soap	10	95.00		
18	rolls	Tissue Paper, 3 ply	40	38.00		
19	boxes	Clip, Backfold, 1 1/4", 12pcs/box	35	55.00		
20	packs	Battery, AA, pack of 4, heavy duty	4	135.00		
21	packs	Battery, AAA, pack of 4, heavy duty	5	135.00		
22	boxes	Paper Clip, Vinyl, Plastic Coated, 50 mm	40	25.00		
23	boxes	Staple Wire No. 35 (5000s)	35	90.00		
24	pieces	Heavy Duty Stapler #35	35	170.00		
25		3 in 1 Printer	2	13,200.00		
26	bottles	Epson Ink (003) (Cyan (2 bot.), Yellow (2 bot.) , Magenta (2 bot.), Black (9 bot)	15	330.00		

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