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

REQUEST FOR QUOTATION

May 20, 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: ORIENTATION ON PILLAR I GUIDEBOOK OF THE COMPREHENSIVE SCHOOL SAFETY FRAMEWORK (CSSF) CUM Review and Enhancement of School Contingency Plans

ABC : Php 126,000.00
RFQ Number : 2026-05-0502

Deadline for submission of sealed quotation: **May 22, 2026 @ 10:00 AM**
Date of Opening of Bids: **May 22, 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: ORIENTATION ON PILLAR I GUIDEBOOK OF THE COMPREHENSIVE SCHOOL SAFETY FRAMEWORK (CSSF) CUM Review and Enhancement of School Contingency Plans
>
> ABC : Php 126,000.00

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

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

QUOTATION SUBMISSION SHEET

RFQ No. 2026-05-0502

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: ORIENTATION ON PILLAR I GUIDEBOOK OF THE COMPREHENSIVE SCHOOL SAFETY FRAMEWORK (CSSF) CUM Review and Enhancement of School Contingency Plans

ABC : Php 126,000.00

Stock No.	Unit	Item Description	Quantity	Estimated Unit Price	Unit Cost	Total Cost
1	paxes	Meals (Lunch) 3 days and A.M & P.M Snacks • Conference Room: withcapacity of 70 pax for the plenary session with the social distancing following the safety health protocols, air-conditioned room. • Other Requirements: tables andchairs, strong and stable WI-FI connection, extension wires, whiteboard with markers and eraser, microphones and sound system, LCD Projectors, fluorescent lights (LED) in the function room, free use of function room from 7:00 am to 5:00 PM , antiseptic disinfectant alcohol, and assorted candies, chips or peanuts in the function rooms.	70	1,800.00		

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.

Duly authorized to sign Quotation for and on behalf of :

_____ _____

[Signature of Supplier over printed name or authorized representative] *[in the capacity of/designation of authorized representative]*

[Registered Company/Business Name of the Supplier] PhilGEPS Reg. No.: **Awarded to:** _____

Address: _____

Telephone No.: _____

Telefax No.: _____

Email Address: _____