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

QUOTATION SUBMISSION SHEET

RFQ No. 2026-06-0530

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: Ensures the continuous and smooth operation of the office by maintaining an adequate inventory of essential materials required for daily administrative tasks, correspondence, and the documentation of official reports and activities

ABC : Php 145,799.96

Stock No.	Unit	Item Description	Quantity	Estimated Unit Price	Unit Cost	Total Cost
1		PAPER CUTTER, B7 (91mmx128mm)	1	850.00		
2	pieces	FOLDER,FILE FOLDER,WHITE,LEGAL	11	88.00		
3	bottles	INK 003 CYAN	5	285.00		
4	bottles	INK 003 YELLOW	5	285.00		
5	bottles	INK 003 MAGENTA	5	285.00		
6	bottles	INK 003 BLACK	1	330.00		
7	rolls	STRAW FOR PACKING BIG ROLL	2	100.00		
8	pieces	WET WIPES	1	75.00		
9	packs	BATTERY, AA, PACK OF 2 HEAVY DUTY	2	135.00		
10	packs	BATTERY, AAA, PACK OF 2 HEAVY DUTY	12	150.00		
11	gallons	ALCOHOL ETHYL	1	672.00		
12	boxes	STAPLE WIRE NO. 35	6	37.50		
13	pieces	STAPLER NO.35	2	180.00		
14	pieces	STAPLER NO.35	1	100.00		
15	pieces	TISSUE PAPER 2PLY	10	11.20		
16	bottles	LIQUID HAND SOAP 500 ml	1	16.60		
17	bottles	DISINFECTANT SPRAY AEROSOL TYPE 400g	1	146.33		

18	boxes	GEL PEN BLUE .7	4	33.38		
19	pieces	CORRECTION TAPE 12mm	8	13.42		
20	pieces	FLAGS MULTICOLORED	8	50.42		
21	boxes	PAPER CLIP 50MM	8	63.00		
22	boxes	CLIP BACKFOLD 50mm	2	126.00		
23	boxes	CLIP BACKFOLD 32mm	2	58.00		
24	boxes	CLIP BACKFOLD 25mm	2	39.00		
25	boxes	CLIP BACKFOLD 19mm	2	22.00		
26	reams	BONDPAPER A4 Subs.20	10	400.00		
27	boxes	RUBBER BAND NO.18	4	140.04		
28	bottles	DCP-T72DW BLACK	6	231.90		
29	bottles	INK D60 BLACK	5	420.00		
30	bottles	INK D60 BLACK	5	430.00		
31	bottles	INK BT5000 CYAN	2	420.00		
32	bottles	DCP-T72DW CYAN	2	240.40		
33	bottles	INK BT5000 CYAN	1	430.00		
34	bottles	INK BT5000 YELLOW	2	420.00		
35	bottles	DCP-T72DW YELLOW	2	242.00		
36	bottles	INK BT5000 YELLOW	1	430.00		
37	bottles	INK BT5000 MAGENTA	2	420.00		
38	bottles	DCP-T72DW MAGENTA	2	242.40		
39	bottles	INK BT5000 MAGENTA	1	430.00		
40	pieces	HIGHLIGHTER MULTICOLORED	2	17.16		
41	reams	PVC COVER CLEAR A4 300 MICRON	1	1,100.00		
42	reams	PVC COVER CLEAR LEGAL 300 MICRON	1	1,100.00		
43	packs	FINE PAPER LINEN BOARD 220 GSM 8.5x13 LIGHT GREEN	6	100.00		
44	pieces	EXPANDED ENVELOPE LONG KRAFT	30	13.00		
45	pieces	FOLDER A4 SIZE	30	13.00		
46	pieces	FOLDER LEGAL SIZE	30	15.00		
47	pieces	WATERPROOF MARBLE WALL STICKER 120x280 cm 2,5 THICK SELF-ADHESIVE PVC FOAM DÉCOR	16	400.00		
48		F4 SIZE COMB BINDING MACHINE OFFICOM C25a	1	4,000.00		

		(long/legal) HEAVY DUTY BINDER				
49	gallons	ALCOHOL	2	750.00		
50	Cans	INSECT SPRAY	1	480.00		
51	pieces	BATHROOM DEODORIZER	5	55.00		
52	bottles	HANDWASH SOAP 500ml	2	120.00		
53	boxes	BINDER CLIPS 25MM BACKFOLD CLIP	15	35.00		
54	boxes	BINDER CLIPS 50MM BACKFOLD CLIP	1	96.00		
55	boxes	BINDER CLIPS 32MM BACKFOLD CLIP	15	45.00		
56	boxes	BINDER CLIPS 19MM BACKFOLD CLIP	1	24.00		
57	boxes	BINDER CLIPS 25MM BACKFOLD CLIP	1	45.00		
58	pieces	DISHWASHING PASTE (SMALL)	3	55.00		
59	pieces	STAPLER NO.35	2	180.00		
60	pieces	PENTEL PEN FINE,BLACK,PERMANENT	2	40.00		
61	packs	TRASH BAG (SMALL)	6	85.00		
62	pieces	TAPE DISPENSER FOR 24mm	2	180.00		
63	boxes	BALLPEN BLACK	3	72.00		
64	boxes	BALLPEN BLUE	2	72.00		
65	dozen	SIGN PEN .5 (BLUE)	6	360.00		
66	dozen	SIGN PEN .5 (BLACK)	1	360.00		
67	dozen	SIGN PEN .7 (BLUE)	2	370.00		
68	dozen	SIGN PEN .4 (BLUE)	1	370.00		
69	reams	A4 SIZE BONDPAER 70 GSM	1	250.00		
70	gallons	ALCOHOL	1	580.00		
71	bottles	Tuff toilet bowl cleaner	6	290.00		
72	pieces	Air Freshener	2	295.00		
73	pieces	DISHWASHING PASTE	11	37.00		
74	pieces	Broom (Lanot)	1	150.00		
75	pieces	Plastic Dustpan	1	85.00		
76	pieces	Oriental Rectangular Trash Can Swing Cover(28liters)	1	350.00		
77	packs	Trash Bag (Large)	1	180.00		
78	pieces	Flash Drive 32GB	1	550.00		
79	bottles	Hand Soap (750ml)	2	140.00		
80	sets	EPSON INK 003	8	1,280.00		

81	boxes	Bond Paper 80GSM A4	2	1,125.00		
82	boxes	Bond Paper Legal Size	1	550.00		
83	bottles	INK D60 BLACK	1	253.33		
84	sets	INK BT5000 C,Y,M	1	1,140.00		
85	pieces	Folder A4 Size and Folder Legal Size	30	6.00		
86	pieces	CORRECTION TAPE 12mm	68	30.00		
87	boxes	Bond paper A4 80GSM	1	1,406.00		
88	boxes	Bond Paper 80GSM Legal Size	1	1,150.00		
89	bottles	INK D60 BLACK	2	760.00		
90	sets	INK BT5000 C,Y,M	1	506.00		
91	pieces	Correction Tape	5	20.00		
92	boxes	Staple Wire No. 35 (Small)	3	20.00		
93	pieces	File Folder A4 Size	12	11.00		
94	pieces	File Folder Legal Size	12	12.00		
95	reams	BondPaper 70 GSM	5	250.00		
96	reams	BONDPAPER A4	10	200.00		
97	reams	BOND PAPER	20	190.00		
98	bottles	INK 003 BLACK	13	285.00		
99	bottles	INK 003 CYAN	2	285.00		
100	bottles	INK 003 MAGENTA	3	285.00		
101	bottles	INK 003 YELLOW	2	285.00		
102	pieces	MARKER PERMANENT, BLACK BROAD	2	38.00		
103	pieces	Folder, file folder , brown A4	82	6.00		
104	pieces	Folder, file folder , Legal WHITE	37	6.00		
105	boxes	SIGN PEN .4 (BLUE)	1	336.00		
106	boxes	STAPLE WIRE NO. 35	7	45.00		
107	pieces	SCISSOR (HIGH QUALITY A/S, ERGONOMIC DESIGN/MEDIUM SIZE)	1	65.00		
108	pieces	STAPLER STANDARD NO. 35	1	200.00		
109	boxes	PAPERCLIP, VINYL/PLASTIC COATED 33MM)	10	90.00		
110	boxes	PAPERCLIP, VINYL/PLASTIC COATED JUMBO 50MM	10	98.00		
111	boxes	BOND PAPER SUBS 70 GSM A4	1	950.00		
112	boxes	PAPERCLIP, VINYL/PLASTIC COATED 33MM) (SMALL	10	9.00		

113	boxes	PAPERCLIP, VINYL/PLASTIC COATED JUMBO 50MM Small Box)	10	20.00		
114	pads	STICKY NOTES, ARROW SHAPE, 12MM X 45MM	10	50.00		
115	pieces	RECORD BOOK, 300 PAGES	5	100.00		
116	pieces	TISSUE PAPER 3PLY	20	40.00		
117	bottles	LIQUID HAND SOAP	10	50.00		
118	pieces	DISHWASHING PASTE	2	45.00		
119	boxes	STAPLE WIRE NO. 35	5	50.00		
120	boxes	BINDER CLIPS 50MM BACKFOLD CLIP	1	96.00		
121	boxes	BINDER CLIPS 32MM BACKFOLD CLIP	1	70.00		
122	boxes	BINDER CLIPS 19MM BACKFOLD CLIP	1	24.00		
123	boxes	PAPER CLIP 50MM, VINYL/PLASTIC COATED, 50MM	1	24.98		
124	boxes	CLIP, BACKFOLD, 1 1/4', 12 PCS/ BOX 32MM	1	45.00		
125	boxes	BONDPAPER A4 , 80GSM	1	1,125.00		
126	boxes	BONDPAPER ALEGAL SIZE, 80GSM	3	1,150.00		
127	boxes	BONDPAPER A4 , 80GSM	4	1,100.00		
128	pieces	EXPANDED ENVELOPE	12	20.00		
129	bottles	INK 003 BLACK	2	290.00		
130	boxes	STAPLE WIRE NO. 35	1	55.00		
131	bottles	STAMP PAD REFILL INK	2	20.00		
132	pieces	CORRECTION TAPE	3	25.00		
133	reams	BONDPAPER (LEGAL SIZE) 80 GSM	6	240.00		
134	reams	BONDPAPER (LEGAL SIZE) 80 GSM	7	235.00		
135	bottles	INK 003 SET (BLACK,YELLOW,MAGENTA, CYAN	8	320.00		
136	reams	BONDPAPER 70GSM A4	7	250.00		
137	pieces	SIGNPEN, BLUE 0.5	24	30.00		
138	boxes	BINDERCLIPS 50MM	3	360.00		
139	boxes	BINDERCLIPS32MM	3	360.00		
140	boxes	BINDERCLIPS 19MM	3	360.00		
141	pieces	SIGNPEN .5 BLACK	12	30.00		

142	boxes	STAPLE WIRE NO. 35	8	360.00		
143	boxes	PAPER CLIP 50MM, VINYL/PLASTIC COATED, 50MM (BIG BOX)	2	360.00		
144	reams	BONDPAPER, A4 SIZE, 80GSM	4	230.00		
145	reams	BONDPAPER, LEGAL SIZE, 80GSM	4	210.00		
146	packs	LINEN PAPER, PALE CREAM , 8.5X13' 200GSM	20	35.00		
147	bottles	INK 001 (BLACK)	3	380.00		
148	sets	INK 001 (CYAN, YELLOW,MAGENTA)	1	1,140.00		
149	boxes	SIGN PEN BLACK POINT 5	1	400.00		
150	boxes	BALLPEN-BLACK	1	300.00		
151	bottles	ALCOHOL 300ML SPRAY	1	60.00		
152	pieces	ENVELOPE ORDINARY BROWN LONG	6	15.00		
153	pieces	ENVELOPE ORDINARY BROWN A4	6	10.00		
154	pieces	TISSUE 3 PLY	1	50.00		
155	pieces	MARKER PERMANENT, BLACK BROAD	2	36.00		
156	boxes	BINDERCLIPS 11/4 OR 22MM	1	150.00		
157	boxes	BondPaper 80GSM Legal Size	3	1,200.00		
158	boxes	BondPaper 80GSM A4 Size	10	1,240.00		

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