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

QUOTATION SUBMISSION SHEET

RFQ No. 2026-06-0529

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: EPSON WORK FORCE DS-410 A4 - Facilitate the fast and efficient digitization of essential office documents, including sports meet records, participant screening forms, and administrative reports, thereby enhancing our electronic filing system and reducing reliance on physical paper storage

ABC : Php 38,000.00

Stock No.	Unit	Item Description	Quantity	Estimated Unit Price	Unit Cost	Total Cost
1		EPSON WORK FORCE DS-410 A4	1	38,000.00		

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