



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO ORIENTAL

**REQUEST FOR QUOTATION**

Company Name: \_\_\_\_\_

Date: March 18, 2025

Address: \_\_\_\_\_

Quotation No.: 2025-03-0005

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **March 24, 2025** in the return envelope attached herewith.

  
CHRISTIAN M. SANGO  
BAC Chairperson

**Note:**

1. All entries must be typewritten.
2. Delivery period within \_\_\_\_\_ calendar days upon receipt of the Purchase Order.
3. Warranty shall be for a period of six (6) months for suppliers and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.
4. Price validity shall be for a period of 45 calendar days.
5. PhilGEPS Registration Certificate shall be attached upon submission of the Quotation.
6. Bidders shall submit Original Brochures showing certificates of the product being offered.

Stock/ Property	Unit	Item Description	Qty	Unit Price	Total Cost (VAT Inclusive)
1	Lot	3 in 1 Printer (scanner with document feeder in legal size paper)  Printer has the following specifications: Print, Scan, Copy, Fax with ADF Compact integrated tank design High yield ink bottles Spill-free, error-free refilling Wi-Fi, Wi-Fi Direct Seamless setup via Smart Panel Borderless printing up to 4R	5		

Purpose: **Procurement of Printer for the Division Office Use (Obligated)**

Activity Date: \_\_\_\_\_

ABC: **72,520.00**

Brand and Model: \_\_\_\_\_  
Delivery Period: \_\_\_\_\_  
Warranty: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

\_\_\_\_\_  
Canvasser/s

\_\_\_\_\_  
Printed Name / Signature  
Bidder