



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

REQUEST FOR QUOTATION

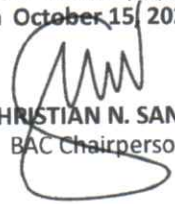
Company Name: _____

Date: October 14, 2025

Address: _____

Quotation No.: 2025-09-0005

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 **October 15, 2025** in the return envelope attached herewith.


CHRISTIAN N. 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	box	Lot 1 Long Bond Paper Dimensions: 8.5 x 13 inches (21.6 x 33.0 cm) Weight: 70 gsm	10		
2	box	A4 Bond Paper Dimension: 8.27 x 11.69 inches Weight: 70 gsm	10		
3	box	Short Bond Paper Dimension: 8.5 x 11 inches Weight: 70 gsm	1		
4	pcs	L-shape A4 plastic Folder Transparent	200		
5	pcs	Expandable Brown Envelope with garterized strap Material: Morocco Board Size: Legal (approximately 25 cm x 40 cm)	100		
6	pcs	Long Brown Envelope Size: Legal (approximately 25 cm x 40 cm) Material: Brown kraft paper	200		
7	pcs	Long Brown Folder Size: Legal (approximately 25 cm x 40 cm) Material: Brown kraft paper	100		
8	pcs	Long White Folder with Plastic Cover	50		
9	box	0.3 mm (Micro-Fine) BLACK G-Tec pen	2		
10	box	0.3 mm (Micro-Fine) BLUE G-Tec pen	2		

Brand and Model: _____
Delivery Period: _____
Warranty: _____
Price Validity: _____

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Stock/ Property	Unit	Item Description	Qty	Unit Price	Total Cost (VAT Inclusive)
11	box	0.3 mm (Micro-Fine) RED G-Tec pen	2		
12	box	Hi-tecpoint V10 Grip BLACK	2		
13	box	Hi-tecpoint V10 Grip BLUE	2		
14	pcs	Steno Spiral Notebook -6 x 9 inches (152 mm x 228 mm) -60 leaves -Spiral-bound at the top	15		
15	pcs	Ethyl Alcohol- 500 ml - Volume: 500 ml per bottle or refill pouch - Alcohol Type: Ethyl Alcohol (Ethanol) - Concentration: 70-75% - Effective against 99.9% of germs - Formulation: Liquid - Clear, fast-drying, mildly scented or unscented - Packaging: - Flip-top bottle	10		
16	pcs	Bathroom tissue (per 24 rolls) - Ply Rating: 2-ply sheets - Packaging: 24 rolls per pack	1		
17	box	Facial Tissue - Sheet Count: 80 to 100 pulls per pack - Ply Rating: 2-ply or 3-ply - Soft and absorbent for facial use - Packaging: Box-type	5		
18	pcs	Disinfectant Spray 400g - Weight: 400 grams per can - Active Ingredient: 60% Ethyl Alcohol - Effective against bacteria and viruses - Functions (3-in-1 Action): - Kills germs and bacteria - Eliminates tough odors - Instantly freshens air and fabrics - Scent Options: Lavender Mist - Packaging: Aerosol spray can with press nozzle	3		
19	pc	Paper Shredder Can shred up to 10 sheets of 80 g/m2 paper Can shred Credit Cards Can shred CD's Portable and Mobile Cutting Method: Crosscut (5x16mm) Protection: Class II Line Voltage: AC220V / 50Hz Cutting Speed: Approx. 2 m/Min for one 80gsm sheet. Approx. 1.5 m/Min (up to 10 sheets 80 g/m2) Approx. 1 m/Min for one credit card. Approx. 1 m/Min for one CD. Cutting Capacity: 10 sheets (80 g/m2) 1 Credit Card 1 CD Cool Down Time: 15 minutes Volume of Bin: 14 Liters color: Black	1		
20	set	Ink for EcoTank L3256 (003)	10		

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21	pcs	File box with cover (Large) Dimension: H- 11in L- 16.5in W- 11in Colors: Black- 1 pc Blue- 1 pc Red- 1 pc	5		
22	pcs	File box with cover (small) Dimension: H- 10cm L- 32cm W- 28.5cm Colors: Black- 3 pcs Blue- 3 pcs Red- 2 pcs	10		
23	box	Paper clip 50mm - Size: 50 mm length (jumbo size) - Material Options: - Plain galvanized steel – smooth, rust-resistant - Shape: Traditional oval loop - Capacity: Holds approximately 20–30 sheets of bond paper - Packaging: 100 pieces per box	10		
24	box	Paper clip 33mm - Size: 33 mm length (standard medium size) - Material: Galvanized or nickel-plated steel wire - Rust-resistant and smooth finish - Shape: Traditional oval loop - Designed for secure grip without tearing paper - Capacity: Holds approximately 10–15 sheets of bond paper - Packaging: Typically 100 pieces per box	10		
25	pcs	Heavy duty stapler - Stapling Capacity: 100 to 240 sheets - Compatible with No.35 staple wire - Build Material: All-metal body - Durable and stable for repeated use - Reinforced base to prevent slipping - Handle Design: Ergonomic grip - Reduces hand strain during high-volume stapling - Quick and easy refill - Color: any color - with staple wire remover	5		
26	box	Staple wire (box) - Quantity: 5,000 staples per box (standard packaging) - Common Types: - #35 - Heavy-duty staples – for staplers that bind 100+ sheets - Material: stainless steel - Rust-resistant and durable for long-term document storage	5		

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27	pcs	Scissors - Blade Material: Stainless steel - Rust-resistant and sharp for clean cuts - Suitable for paper, fabric, plastic, and light packaging - Length: 7 to 8 inches - Handle Type: Ergonomic plastic or rubber grip - Designed for comfort during extended use - Available in ambidextrous or right-handed designs - Cutting Style: Straight edge - Packaging: Single piece	5		
28	box	Binder clip 3/4" - Size: 3/4 inch (19 mm width) - Sheet Capacity: Holds approximately 20–25 sheets of standard bond paper - Material: Tempered steel with black arms and silver handles - Finish: Rust-resistant, reusable, and durable - Clamping Force: Medium tension for secure grip - Packaging: 12 pieces per box	20		
29	box	Binder clip 1" - Size: 1 inch or 25 mm width - Holds approximately 25–30 sheets of standard paper - Material: Tempered steel - Black painted arms with silver handles - Rust-resistant and reusable - Clamping Force: Medium tension - Secure grip for folders, reports, and legal documents - Packaging: 12 pieces per box	20		
30	box	Binder clip 1 1/4" - Size: 1 1/4 inches or 32 mm width - Suitable for holding 30–40 sheets of paper - Material: Tempered steel - Black painted arms with silver handles - Rust-resistant and reusable - Clamping Force: Medium tension - Secure grip for folders, reports, and legal documents - Packaging: 12 pieces per box	20		
31	box	Binder clip 1 5/8" - Size: 1 5/8 inches or 41 mm width - Suitable for holding 40–50 sheets of paper - Material: Tempered steel - Durable, rust-resistant, and reusable - Black painted arms with silver handles - Clamping Force: High tension for secure grip - Ideal for thick stacks, folders, and legal documents - Packaging: 12 pieces per box	20		
32	pcs	Super Sticky notes 3x3 - Size: 3 inches x 3 inches (≈76 mm x 76 mm) - Sheets per Pad: 80 to 100 sheets - Adhesive Type: Enhanced self-adhesive backing - Sticks twice as long as standard sticky notes - Ideal for vertical surfaces like walls, monitors, and doors - Material: Smooth writable paper - Works with pens, pencils, and markers - Colors: Assorted neon or pastel	15		

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33	pcs	Sticky notes 1x3 - Size: 1 inch x 3 inches (≈2.5 cm x 7.6 cm) - Sheets per Pad: 100 sheets per pad - Adhesive Type: Self-adhesive backing - Sticks to paper, walls, monitors, and desks - Removable without leaving residue - Material: Paper with adhesive strip - Smooth surface for writing with pen, pencil, or marker - Colors: Neon or pastel (yellow, pink, green, blue)	15		
34	pcs	5-in-1 Sticky Sheets Flags & Tabs(45x12mm) - Size per Tab: 45 mm x 12 mm - Slim and compact for precise marking - Sheets per Pack: 100 sheets total - 5 pads x 20 sheets each - Often labeled "Sign Here" or blank for custom use - Colors: Assorted neon or pastel - Adhesive Type: Repositionable self-adhesive	9		
35	box	-Marker Broad Black -Refillable -Chisel-shaped acrylic fiber tip -5.0 mm tip diameter -Stroke width is 2.0 mm – 4.5 mm -Alcohol-based, quick-drying, water-resistant -Aluminum barrel	2		
36	box	-Marker Broad Blue -Refillable -Chisel-shaped acrylic fiber tip -5.0 mm tip diameter -Stroke width is 2.0 mm – 4.5 mm -Alcohol-based, quick-drying, water-resistant -Aluminum barrel	2		
37	box	-Marker Broad Red -Refillable -Chisel-shaped acrylic fiber tip -5.0 mm tip diameter -Stroke width is 2.0 mm – 4.5 mm -Alcohol-based, quick-drying, water-resistant -Aluminum barrel	2		
38	box	-Marker Fine Black -Refillable - Fine bullet tip -Tip size is approx. 1.0 mm - Alcohol-based permanent ink -Writing width is approx. 0.5 mm - Aluminum barrel body material	2		
39	box	-Marker Fine Blue -Refillable - Fine bullet tip -Tip size is approx. 1.0 mm - Alcohol-based permanent ink -Writing width is approx. 0.5 mm - Aluminum barrel body material	2		

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40	box	-Marker Fine Red -Refillable - Fine bullet tip -Tip size is approx. 1.0 mm - Alcohol-based permanent ink -Writing width is approx. 0.5 mm - Aluminum barrel body material	2		
41	box	-Whiteboard Marker Fine Black -Refillable -Fine bullet tip -Tip size approx. 1.0 mm -Writing width is approx. 0.5 mm - Alcohol-based permanent ink - Refillable via dropper-style ink	2		
42	box	-Whiteboard Marker Fine Blue -Refillable -Fine bullet tip -Tip size approx. 1.0 mm -Writing width is approx. 0.5 mm - Alcohol-based permanent ink - Refillable via dropper-style ink	2		
43	box	-Whiteboard Marker Fine Red -Refillable -Fine bullet tip -Tip size approx. 1.0 mm -Writing width is approx. 0.5 mm - Alcohol-based permanent ink - Refillable via dropper-style ink	2		
44	pc	-Marker Refill Ink Black 30ml	5		
45	pc	-Marker Refill Ink Blue 30ml	5		
46	pc	-Marker Refill Ink Red 30ml	5		
47	pcs	Whiteboard Marker Refill Ink Black 30 ml	5		
48	pcs	Whiteboard Marker Refill Ink Blue 30 ml	5		
49	pcs	Whiteboard Marker Refill Ink Red 30 ml	5		
50	pc	Whiteboard 3x4 ft - Dimensions: 3 feet x 4 feet (approximately 91 cm x 121 cm) - Surface Type: Magnetic - Scratch-resistant and easy to clean with dry-erase markers - Frame: Aluminum with plastic corner caps for safety and durability - Mounting: - Wall-mountable (landscape orientation) - Accessories: with pen tray - Weight: Approximately 4–6 kg	1		

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51	pc	Magnetic Whiteboard eraser - Material: - Body: Lightweight plastic or foam - Bottom: High-density felt for effective ink removal - Magnet: Built-in magnet allows attachment to magnetic whiteboards for easy access - Size: 10.9 cm × 5.6 cm × 2 cm - Color: - mixed colors	10		
52	pack	Trash bag - Size: Medium (approx. 11 × 24 inches) Packaging: 10 per pack	2		
53	pcs	Trash Bin - Material: Durable plastic (polypropylene or similar) - Capacity: 13 to 15 liters - Dimensions: Approx. 25 cm (W) × 30 cm (H) depending on brand - Lid Type: Swing lid - Color: Black	2		
54	pcs	Broom - Type: walis tambo - Handle Length: Approximately 84 cm - Weight: Roughly 200–300 grams - Color: Brown	2		
55	pcs	Dustpan - Material: Plastic – lightweight and durable for everyday use - Handle Type: - Short fixed handle - Size: (approx. 20–25 cm width) - Color: Black - Design Features: - Flat edge - Weight: Around 150–250 grams	2		
56	pc	Mop - Length: Approximately 120 cm total height - Weight: Around 300–500 grams - Use Case: Suitable for light-duty cleaning in classrooms, offices, or residential areas - Type: Microfiber mop - Handle Material: Plastic or lightweight aluminum; fixed - Mop Head Material: Microfiber strands or cotton yarn for absorbency and easy wringing	1		
57	pcs	Dishwashing Liquid 250 ml	2		
58	pack	A4 Vellum paper - Size: A4 – 210 mm × 297 mm (8.27 in × 11.69 in) - Material: Vellum board – smooth, semi-translucent or opaque finish depending on brand - Thickness / Weight: - 200-230gsm - Color White - Packaging: 20 pcs/pack	5		
59	pc	Stamp (Received with Date) Dimension: 1.5x2.25 inches	1		
60	pcs	Refill Ink for Stamps	2		

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61	pcs	Air freshener 400 gms - Weight: 400 grams - Price Range: ₱250–₱325 depending on scent and seller - Type: 3-in-1 spray – disinfects, deodorizes, and freshens - Active Ingredient: Ethyl Alcohol (60%) - Effective against bacteria and viruses - Fragrance Options: Fresh Linen, Lavender Mist, Citrus & Greens - Packaging: Pressurized can with spray nozzle	3		
62	pc	Detergent 1.1kg - Weight: 1.1 kilograms per pouch - Packaging: Stand-up pouch with resealable option	1		
63	pcs	Fabric Conditioner 640 ml - Volume: 640 ml per bottle - Fragrance: Sunrise Fresh	2		
64	pcs	Multi-purpose liquid white glue 130ml - Volume: 130 ml (≈130g net weight) - Color: White (dries clear) - Adhesive Type: PVA-based liquid glue (Polyvinyl Acetate) - Packaging: Squeeze bottle with twist cap for controlled dispensing	5		
65	pack	Stick Glue (100pcs) - Type: Hot melt glue sticks (for glue guns) - Size per Stick: - Diameter: 7 mm - Length: 160–190 mm - These dimensions fit most mini glue guns - Material: Thermoplastic adhesive - Transparent or slightly milky white - Bonds well to wood, plastic, fabric, foam, and paper - Melting Point: Approx. 150–180°C	1		
66	pcs	Scotch Tape 2" - Width: 2 inches (approximately 48 mm) - Length: 10 to 12 yards (≈9 to 11 meters) per roll - Adhesive Type: Pressure-sensitive acrylic adhesive - Transparent and strong bonding for paper, plastic, and light cardboard - Backing Material: Clear polypropylene film - Packaging: Per roll - Weight: Approximately 50–70 grams per roll	5		
67	pcs	Double-sided Tape 1" - Width: 1 inch (approximately 24 mm) - Length: 11 yards (≈10 meters) per roll - Adhesive Type: Permanent double-sided adhesive film - Strong bonding for paper, plastic, and light cardboard - Backing Material: White - Packaging: per roll - Weight: Approximately 50 grams per roll	5		

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68	pcs	Office Cutter (Medium size) - Blade Size: 9mm width - Blade Type: Retractable stainless steel with segmented snap-off tips for easy renewal - Body Material: Plastic casing - Grip Design: Often includes ribbed or textured grip for better handling - Locking Mechanism: Manual slide lock to secure blade during use - Color: Any Color - Weight: Approximately 20–30 grams	5		
69	pcs	Wireless Keyboard - Connection Type: 2.4GHz wireless via USB nano receiver - Plug-and-play setup - Compatible with Windows, Mac OS, Android - Layout: Full-size keyboard - Includes numeric keypad for data entry - Quiet typing experience Multimedia Functions: - Volume control, play/pause, browser shortcuts (via Fn key) - Power Source: 2 AAA batteries	5		
70	pcs	Wireless Mouse - Connection Type: 2.4GHz wireless via USB nano receiver - Plug-and-play setup - Compatible with Windows 7 and above - Sensor Type: Optical tracking - Suitable for smooth surfaces - DPI range: typically 800–1600 DPI (some models allow switching) - Design & Build: - Plastic body with matte or glossy finish - Ambidextrous shape for left or right hand use - Dimensions: approx. 95 × 58.5 × 34 mm - Power Source: 1 AA battery	5		
71	pcs	Mouse pad Height: 280 mm Width: 340 mm Depth: 1 mm Texture: Cloth	5		
72	pc	Paper Trimmer (Wooden) Weight: 1.4 kg Length: 27 cm Width: 5 cm Height: 32 cm	1		
73	pc	Rotary Sharpener (Color Black) Hole size: 1-hole standard (fits regular pencils) Mechanism: Manual rotary crank	1		

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74	pc	Bottom Load Water Dispenser – Hot & Cold - Water Loading Type: Bottom load - Conceals the water bottle inside the base cabinet - Easier to refill, no heavy lifting required - Dispensing Options: Hot and cold water - Hot water: ≥85°C - Cold water: ≤10°C - Tank Capacity: - Hot: ~1–1.2 liters - Cold: ~3 liters - Cooling System: High-efficiency compressor - Fast cooling and energy-efficient - Heating Power: ~500W	1		
75	pcs	Battery (AA)- 4 pack - Battery Type: Super Heavy Duty - Size Classification: AA (also known as LR6 or IEC R6) - Weight per Battery: Around 15–18 grams - Packaging: 4 pieces per pack	5		
76	pcs	Battery (AAA)- 4 pack - Battery Type: Super Heavy Duty - Economical and designed for basic power needs - Size Classification: AAA (also known as LR03 or IEC R03) - Weight: Around 11.5 grams per battery - Packaging: 4 pieces per pack	5		
77	pc	External Drive: 2 TB Color: Black Interface: 3.0 or higher, Type-C Dimension: 129.5 mm x 80.8 mm x 16.1 mm (5.10" x 3.18" x 0.63")	1		

Purpose: **Procurement Design of Office Supplies for Titling Office**

Activity Date:

ABC: **135,000.00**

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