



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

REQUEST FOR QUOTATION

Company Name: _____

Date: January 19, 2026

Address: _____

Quotation No.: 2026-01-0011

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 **January 22, 2026** in the return envelope attached herewith.


CHRISTIAN N. SANGO
SAC 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	cartridge	Lot 1 TK 4140 Genuine Toner Cartridge (Yield-16,000 - copies) Compatible for Kyocera Taskalfa 2020)	5		

Purpose: **Procurement Of Ink Toner For PSU Office Use**

Activity Date: 2026-01-16

ABC: **45,000.00**

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