



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

REQUEST FOR QUOTATION

Company Name: _____

Date: February 11, 2026

Address: _____

Quotation No.: 2026-02-0005

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 February 13, 2026 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)
		Lot 1			
1	ream	Book Paper (Long) 8.5 x 13	3		
2	ream	Book Paper (A4) 8.27x11.69	4		
3	ream	Book Paper (Short) 8.5x11 (216x279mm)	10		
4	PACK(S)	Binding Cover (Powder Blue) 8.5x11, 10pcs	4		
5	PACK(S)	PVC Book Binding Cover (Clear) 8.5x11, 10pcs	4		
6	dozen	Tissue Roll (3ply)	2		
7	pc(s)	Laundry Detergent Powder 1kg	2		
8	BOT	Rubbing Alcohol 70% Solution 500ml	5		
9	GAL	Muriatic Acid	1		
10	PCS	Air Freshener Gel	2		
11	PCS	Sign Pen-0.5mm (Red, Blue, Black)	10		
12	PCS	Brown Expanded Envelope (8.5 x 13)	10		
13	PCS	Lever Arch Files (Horizontal)	10		
14	BOT	Liquid Hand Soap (225ml)	2		

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

Stock/ Property	Unit	Item Description	Qty	Unit Price	Total Cost (VAT Inclusive)
Purpose: Procurement of COA Office Supplies for 1st Quarter 2026					
Activity Date:					
ABC: 12,780.00					
<div style="text-align: right; margin-right: 100px;"> Brand and Model: _____ Delivery Period: _____ Warranty: _____ Price Validity: _____ </div> <p>After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> _____ Canvasser/s </div> <div style="width: 45%; text-align: center;"> _____ Printed Name / Signature Bidder </div> </div>					