



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

REQUEST FOR QUOTATION

Company Name: _____ Date: April 13, 2026
 Address: _____ Quotation No.: 2026-03-0007-3

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 **April 17, 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 3			
1	pc	Epson EcoTank Printer (L3250)	1		
2	set	Printer Ink (BK,C,M,Y 003)	5		
3	pc	F4 Size Comb Binding Machine (Long/Legal) C40M Officam Heavy Duty Binder	1		
4	set	A4 Size (21 holes)Plastic ring Binder Black: 16 mm, 10 pcs. per bundle Yellow: 16 mm, 10 pcs. per bundle Blue: 16 mm, 10 pcs. per bundle Black: 16 mm, 10 pcs. per bundle	7		
5	pc	QUAFF A4/A3 Laminator	1		
6	pc	Laminating film (long) 222x 337 mm	100		
7	ream	Bond paper (A4)	10		
8	pc	Ballpen (panda black)	100		
9	pc	Post-it Notes (pack) assorted color	30		
10	packs	SIGN HERE- Indicator label contract document index sticker for office (plastic)	50		
11	set	Expanded Envelope (long) Blue (50 pcs) Yellow (50 pcs) Red (50 pcs)	3		

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)
12	pc	Stapler (heavy duty)	2		
13	pc	Staple (box # 35)	10		
14	pc	Scissors (heavy duty Green handle)	2		
15			1		

Purpose: **DIVISION VALIDATION WORKSHOP ON THE TRANSLATED IPED LEARNING RESOURCES (Mandaya, Kagan, and Manobo Filipino and English)**

Activity Date: 2026-04-23

ABC: **45,900.00**

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