



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

REQUEST FOR QUOTATION

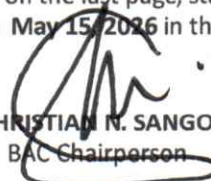
Company Name: _____

Date: May 11, 2026

Address: _____

Quotation No.: 2026-03-0014

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 **May 15, 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, A4 (70gsm)	600		
2	bottle	Alcohol, 500ml	100		
3	box	Staple wire No.35 (heavy duty)	100		
4	piece	Heavy duty Stapler (No. 35)	20		
5	box	CLIP, BACKFOLD, 19mm, 12pcs/box	50		
6	box	CLIP, BACKFOLD, 25mm, 12pcs/box	50		
7	box	CLIP, BACKFOLD, 50mm, 12pcs/box	15		
8	piece	Record Book, 500 pages	30		
9	piece	Correction tape, 10m	50		
10	piece	ARCH FILE FOLDER, Horizontal, Long	60		
11	ream	Canon Laid (A4, 500s)	15		
12	box	PENCIL, Lead, with eraser (#2)	10		
13	piece	STAMP PAD INK, purple or violet/blue	30		
14	pad	NOTE PAD, stick on, 3" x 3"	30		
15	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	30		
16	roll	TRASHBAG, GPP specs, black, 940mm x 1016mm	30		
17	roll	TRASHBAG, medium size	15		

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)
18	box	PENTEL PEN, black (broad)	40		
19	bottle	Toilet Cleaner, 1L	30		
20	pack	TOILET TISSUE PAPER 3-plys sheets, 150 pulls, 12 rolls in a pack	50		
21	roll	TAPE PACKING, width: 48mm (1mm)	30		
22	roll	TAPE PACKING, width: 24mm (1mm)	20		
23	roll	Masking Tape, 1 inch	60		
24	pouch	Fabric Conditioner, 1kg, per plastic pouch	120		
25	bottle	Liquid Dish Washing (Lemon), 500 ml	150		
26	piece	Liquid Detergent, 1 kilo	50		
27	pouch	Detergent Powder, all purpose, 1 kg, per plastic pouch	180		
28	bottle	GLUE, All Purpose	30		
29	piece	Folder with Tab, A4 (white)	100		
30	piece	Folder with Tab, Legal (white)	100		
31	roll	TAPE MASKING, width, 48mm (1mm)	60		
32	set	Ink #003 (C/Y/M/B)	35		
33	bottle	Ink #003 (Black)	50		
34	box	Paper Clip (Small)	50		
35	piece	Expanded Envelope (Long)	200		
36	pack	Vellum Paper (A4, 10s)	350		
37	set	Highlighter (3 neon colors/set)	30		
38	piece	Deodorizer (Lemon Scent)	20		
39	piece	Ball pen (70-black; 30-blue)	100		
40	box	Gel Pen (0.5) Black (12s)	40		
41	piece	Feather Duster	10		
42	piece	Calculator	10		
43	can	'Insecticides	30		
44	piece	'Broom stick	10		
45	piece	'Tornado Mop (360")	2		
46	pack	Sticker Paper (10s/pack)	100		
47	piece	DepEd Davao Oriental Banner (Double sided print with eyelet and golden-yellow tassel) Size : 3ft. x 5ft.	6		
48	can	'Air Freshener	30		
49	gallon	'CL Muriatic Acid	20		
50	piece	'Walis Tambo	10		
51	pack	Construction Paper	10		
52	roll	Tie Box	30		
53	piece	Eraser	10		
54	box	Rubber band (Jumbo)	10		
55	piece	Mini Desktop USB Rechargeable Fan (Rotatable Portable High Wind Mute Mini Fan)	2		
56	unit	3 in 1 Printer (scanner with document feeder in Legal size paper)	4		

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Canvasser/s

Printed Name / Signature
Bidder

Stock/ Property	Unit	Item Description	Qty	Unit Price	Total Cost (VAT Inclusive)
57	piece	Leather Office Chair	3		
58	piece	Office Table (medium) with 4 Drawers)	1		
59	piece	Manila Paper)must be folded twice/piece)	60		
60	piece	Manila Paper)must be folded twice/piece)	60		
61	piece	Mouse	30		
62	piece	Computer Keyboard	30		
63	piece	Data File Box	30		
64	piece	File Storage Box with Cover	20		
65	pack	'Double A Battery (2/pack), heavy duty	30		
66	pack	Tripple A Battery (2/pack), heavy duty	30		
67	pack	Double A Battery (2s/pack)	20		
68	pack	Triple A Battery (2s/pack)	20		

Purpose: **Procurement And Delivery Of Common Use Office Supplies & Equipment For The 1st And 2nd Quarter Of CY 2026**

Activity Date:

ABC: **827,025.00**

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