



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

REQUEST FOR QUOTATION

Company Name: _____

Date: July 02, 2026

Address: _____

Quotation No.: 2026-07-0003-2

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 **July 07, 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 2			
1	ream	bond paper (A4, gsm 80)	191		
2	pc	Staple Wire #35	27		
3	box	Sign Pen, 0.5 (black), 12s/box	14		
4	ream	Cannon Laid (500s, A4)	9		
5	pc	Sticky notes (4x4)	55		
6	box	Gel pen (1.0 mm)- black	1		
7	pc	Correction Tape	81		
8	box	Binder Clips (25mm)/box	81		
9	pc	Scissors, large, heavy duty	27		
10	pc	glue, big	27		
11	box	Pencil	9		
12	pack	Tissue Roll (12s)	5		
13	set	Highlighter (3/set)	10		
14	ream	Photopaper	1		
15	pc	Plastic envelope with handle (long)	5		

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:

1-DAY MID-YEAR PERFORMANCE REVIEW AND EVALUATION FOR THE SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD) PERSONNEL

Activity Date:

2026-07-23

ABC:

108,835.00

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.