



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

REQUEST FOR QUOTATION

Date: October 13, 2026

RFQ No.: 2026-10-0004

Company Name:

Address:

Please quote your lowest price on the item/s listed below, subject to the General on the last page, stating the shortest time of the delivery and submit your quotation duly signed by your representative not later than **October 16, 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 supplies 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					
	ream	Book Paper (A4), 80gsm	25		
	pack	Moroco Board, A4 (Powder Blue)	10		
	piece	Expanded Brown Envelope, Long	50		
	piece	Brown Envelope, Long	50		
	pack	PVC Bookbinding Cover, A4 (Clear)	5		
	box	Staple Wire, 23/10mm	3		
	pack	Toilet Tissue, 12s/pack	5		
	box	Sign Pen .5 (black)	1		
	bottle	Dishwashing Liquid with Sponge	2		
	bottle	Alcohol, 500ml	10		
	piece	Feather Duster	1		
	piece	Calculator	2		
	pad	Sticky Notes, 76 x 76mm	10		

STOCK/ PROPERTY	UNIT	ITEM DESCRIPTION	QTY	UNIT PRICE	TOTAL COST(VAT INCLUSIVE)
	piece	Ruler	5		
	pair	Scissor	3		
	piece	Portable Binder Clip	5		
	set	Genuine Liquid Ink Refill, CYMk set Compatible for EPSON L5390	1		
	piece	3 Tier Document Tray	1		
	piece	Bathroom Deodorizer Lemon Scent	2		
Lot 1 Total:					15,350.00
Grand Total:					15,350.00

Purpose: Procurement Of Supplies And Materials For COA Office

Activity Date: October 06, 2026

Note:

ABC: 15,350.00

Brand and Model:

Delivery Period:

Warranty:

Price Validity:

After having carefully read and accepted your General Conditions, I/We qoute you on the item at prices noted above.

Canvasser/s

Printed Name/Signature
Bidder