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

REQUEST FOR QUOTATION

Date: November 25, 2026
RFQ No.: 2026-11-0013-2

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 **December 01, 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 2			
	box	**Book Paper, A4 (70gsm)**	8		
	box	**Ballpen, black (50s/box)**	1		
Lot 2 Total:					**11,900.00**
Grand Total:					**11,900.00**

Purpose: **Procurement Office Supplies And Equipment For HR And Supply Office**

Activity Date: **November 10, 2026**

Note:

ABC: **11,900.00**

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