



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

REQUEST FOR QUOTATION

Dealer: _____

RFQ No: **RFQ-2026-03-0051**

Address: _____

Date of Release: **2026-03-23**

Notice to the Public

Please quote your lowest price on the item/s listed below, subject to the General Conditions, starting the shortest time of delivery and submit your quotation duly signed by your representative not later than FRIDAY in the return envelope attached herewith.

MARLON G. EBRADO
Chief Education Program Supervisor
BAC Chairman

Note:

1. All entries must be typewritten or legibly written.
2. Delivery period within 15 calendar days
3. Warranty shall be for a period of six (6) months for the supplies materials, one (1) year for equipment from date of acceptance by the procuring entity.
4. Price validity shall be for a period of _____ calendar days.
5. Mayor's/Business Permit and PhilGEPS Registration Certification shall be attached upon submission of the quotation.
6. Bidders shall submit original brochures showing certification of the product being offered.

ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE (ABC)	QUOTED PRICE/UNIT	TOTAL AMOUNT
1	56	Piece	Ballpen, fine pt. (black)	8.00		
2	67	Piece	Ballpen, fine pt. (blue)	8.00		
3	24	Pack	Battery, Dry Cell, AAA (Branded) 4's/pack	75.00		
4	18	Pack	Battery, Dry Cell, AAA (Branded) 4's/pack	75.00		
5	92	Piece	Correction Tape (big)	55.00		
6	6	Box	Clip backfold, 25mm (12's/box)	30.00		
7	11	Box	Clip backfold, 51mm (2")(12's/box)	70.00		
8	1	Box	Clip backfold, 32mm (12's/box)	40.00		
9	21	Piece	Data File box (3" width)	165.00		
10	31	Pad	Note pad, stick-on 2x3	25.00		
11	12	Pad	Note pad, stick-on 3x4	45.00		
12	17	Pad	Note pad, stick-on 76mm x 76mm	35.00		
13	35	Ream	Paper, Multi-purpose 70 gsm, legal	210.00		
14	250	Ream	Paper, Multi-purpose 70gsm, A4	200.00		
15	84	Piece	Sign Pen, 1.0mm (Black) Branded	75.00		
16	51	Piece	Sign Pen, 1.0mm (Blue) Branded	75.00		
17	12	Bottle	Ink, Self-inking Stamp (black) 28ml.	220.00		
18	30	Roll	Tape, Transparent, 24mm x 100mm	35.00		
19	4	Pack	Folder w/ tab, legal white (100's/pack)	480.00		
20	3	Box	Paper Fastener, plastic, 100's/box	60.00		
21	1	Box	Envelope, brown, Documentary, legal (500's/box)	1,200.00		
22	1	Box	Envelope, Documentary, brown, A4 (500's/box)	980.00		
23	2	Box	Paper Clip, 50mm, jumbo, gem type	50.00		
24	2	Box	Paper Clip, 33mm, gem type 100's/box	20.00		
25	5	Pack	Photopaper, Glossy White, A4, 20's/pack	110.00		
26	13	Box	Staplewire, #35 (standard)	75.00		
27	4	Set	Marker, Flourecent, 3's/set	60.00		
28	14	Box	Pencil, lead w/eraser, 12's/box	75.00		
29	3	Piece	Marker Pen, Permanent, Broad, Black	50.00		
30	5	Book	Record Book, 300 pages	100.00		

ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE (ABC)	QUOTED PRICE/UNIT	TOTAL AMOUNT
31	5	Unit	Stapler, (standard) Heavy Duty	280.00		
32	2	Box	Paper Fastener, metal 100's/box	50.00		
33	32	Piece	Crates (big), HD Stackable,540x360x350mm	480.00		
34	3	Piece	Stamp Pad felt (purple) Black/Blue	55.00		
35	15	Piece	Peerless Box (Brown), 20x20x20"	100.00		
36	5	Piece	Glue, multi-purpose	80.00		
37	4	Piece	Ruler, plastic, 12"	20.00		
38	1	Unit	Puncher, 2 holes, Heavy Duty	250.00		
39	7	Roll	Tape, Duct 2" x 25 M (gray or black)	150.00		
40	90	Piece	Sack, Polypropylene, 25-50 kg.	20.00		
41	12	Piece	Data Folder, Landscape 8.5" x 14"	185.00		
42	5	Book	Record Book, 500 pages	120.00		
43	1	Ream	Spacialty Paper, A4 100gsm,500's/ream, Cream	2,500.00		
44	94	Piece	Ballpen, ballpoint, Black,0.5mm pc	10.00		
45	36	Piece	Ballpen, ballpoint, Blue,0.5mm pc	10.00		
46	6	Box	Staplewire, standard (26/26)	35.00		
47	3	Pack	Photopaper, Glossy, white, A4, 20's/pack	85.00		
48	10	Roll	Tape, Double sided, 1 inch	35.00		
49	18	Pack	Cleansing Wipes, anti-bacteria w/ moisturizer, 80 shts/pack,15cm x 20cm	80.00		
50	2	Box	Envelope, Expanding, Kraftboard, legal	1,390.00		
51	30	Ream	Paper, Multi-purpose 80 gsm, legal	250.00		
52	40	Ream	Paper, Multi-purpose 80gsm,A4	220.00		
53	2	Box	Staplewire, T3-10MB,12mmx10mm	90.00		
54	1	Unit	Stapler,HD,T3-10MB staples, genuine (PS-123)	635.00		
55	3	Unit	Stapler w/ remover,HD (standard #35) Branded	635.00		
56	2	Piece	Date Stamp, Alphanumeric,4mm (MDY)	95.00		
57	4	Bottle	Ink, Stamp Pad (Blue or Violet)	50.00		
58	1	Piece	Numeric Stamp, 8 digit,5mm	350.00		
59	6	Box	Staplewire, Bostitch	150.00		
60	12	Piece	Arch Folder (horizontal), blue	175.00		
61	1	Box	Mailing Envelope,long (white)	395.00		
62	5	Piece	Paper Tray, 3 layers (plastic)	495.00		
63	2	Unit	Desktop Stapler w/ remover,122.5x50x55mm, throat depth 64mm,load cap.105 staples	650.00		
64	3	Pack	Sticker Paper, Glossy, White, A4,80gsm (10's/pack)	70.00		
65	12	Piece	Ring Binder, 3 holes, A4 size 2"	245.00		
66	20	Pack	Clear Sheet protected, thick, A4, 20's/pack	130.00		
67	4	Box	Latex Examination Gloves, medium, non-sterile, 100's/box	170.00		
68	4	Box	Latex Examination Gloves,large, non-sterile, 100's/box	230.00		
69	6	Piece	Data Folder, Arch File 3"	188.00		
70	6	Piece	Data File Box w/ cover (blue)	499.00		
71	14	Bottle	Air Freshner,255g. (net.wt. 9oz)	125.00		
72	11	Piece	Broom, soft (tambo)	130.00		
73	13	Bottle	Toilet and Bowl Cleaner, 1000ml	285.00		
74	9	Pack	Detergent Powder,all purpose, 1kg.	115.00		
75	3	Bottle	Dishwashing Liquid, 250ml	80.00		
76	10	Piece	Dishwashing Sponge, small	25.00		
77	8	Bottle	Fabric Conditioner, 500ml	125.00		
78	6	Bottle	Glass Cleaner, 500ml	150.00		
79	13	Bottle	Hand Soap, liquid (250ml)	120.00		
80	52	Pack	Trashbag, large, 10's/pack	75.00		
81	16	Piece	Toilet Deodorant Cake (big)	55.00		
82	8	Pack	Kitchen Tissue, Interfold Paper Towel	75.00		
83	20	Roll	Trashbag, small, 10's/roll	50.00		
84	12	Piece	Detergent Bar,140g.	20.00		
85	31	Roll	Trashbag,XL,10's/roll	100.00		
86	12	Piece	Bath Soap, Antibacterial, 90g.	55.00		
87	30	Piece	Light Bulb, LED, 20 watts	280.00		

ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE (ABC)	QUOTED PRICE/UNIT	TOTAL AMOUNT
88	1	Piece	LED Foldable Ceiling Light,60 watts	380.00		
89	5	Piece	Toilet Brush w/ holder	120.00		
90	8	Pack	Sando Bag, Medium, White (100's/pack)	95.00		
91	2	Pack	Sando Bag, Large, White (100's/pack)	100.00		
92	7	Piece	Feather Duster, adjustable telescopic bending duster,long pole, microfiber	130.00		
93	3	Piece	Dust pan, plastic, durable, large	75.00		
94	4	Gallon	Liquid Bleach, 4 liters/gal.	200.00		

Purpose: **Supplies for Division Office & District Office use for CY 2026**

Print Name/Signature

Tel. No./Cellphone No.

Date