



Republic of the Philippines
Department of Education
REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

REQUEST FOR QUOTATION

Date: January 23, 2026	RFQ No.: 26-01-007 PR No: 26-01-015	ABC: P 19,300.00
Name of Establishment:*		
Business Permit No.:*	PhilGEPS Registration No.:*	TIN:*

The DepEd Dipolog City Schools Division, through its Bids and Awards Committee (BAC), intends to procure Supplies.

Qualified bidders of known qualifications are invited to submit their quotation/proposal, duly signed by you or your duly authorized representative not later than **January 28, 2026 9:00 AM** subject to the Terms and Conditions provided in this RFQ.

Prospective bidders who will submit a proposal with the lowest calculated and responsive offer shall be selected. A copy of your Mayor's/Business Permit and Income/Business Tax Return is also required to be submitted along with your quotation/proposal if such records or documents have not been submitted to the SDO Supply Office. Open quotations may be submitted, manually or through email with attached scanned and accomplished RFQ at cherrymae.valdez002@deped.gov.ph For clarification, you may also contact The BAC Secretariat on mobile nos. **09360796613**.


ROSALIO B. CONTURNO, JR., PhD
BAC Chairperson

INSTRUCTIONS TO BIDDERS:

1. Accomplish the RFQ Form correctly and accurately.
2. Do not add to, alter or modify the contents of this form in any way.
3. Technical specifications with an asterisk (*) are mandatory.
4. Failure to comply with any of the mandatory requirements will disqualify your quotation.
5. Failure to follow these instructions will disqualify your entire quotation.

Terms and Conditions:

1. Bidders shall provide correct and accurate information required of them.
2. Bidders may quote for any or all of the items.
3. Price quotation must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation denominated in Philippine peso shall include all taxes, duties and or levies payable.
5. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated therein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative.
7. The item(s) shall be delivered according to the requirements in the technical specifications.
8. The SDO Dipolog City reserves the right to inspect and/or to test the goods to confirm their conformity to the specifications required.
9. In case of two or more bidders which submitted the lowest calculated and responsive quotation, SDO Dipolog City shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. Liquidated damages equivalent to one-tenth (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The SDO Dipolog City shall rescind the contract once the cumulative amount of liquidated damage reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Form 08, OSDS-BAC-01, Rev.2, effective 09/19/24



Address: Government Center, Sta. Isabel, Dipolog City
Email: dipolog.city@deped.gov.ph
Website: www.depeddipolog.com
Facebook: DepEd – Schools Division of Dipolog City

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

QTY	UNIT	TECHNICAL SPECIFICATIONS	OFFERED PRICE PER PIECE	TOTAL OFFERED QUOTATION
(A)			(B)	(A x B)
67	pc	<p>Long, Brown Expanded Envelope</p> <p>Dimensions: The standard "long" size for an expanded envelope. This size is designed to hold legal documents (8.5 x 14 inches) and A4 documents without folding.</p> <p>Material: Envelopes are made from high-quality Kraft paper.</p> <p>Design: The key feature is the expandable design, providing extra space for thicker documents or multiple sheets. They typically feature a secure closure method, most commonly a garter or elastic strap, to keep contents safe.</p> <p>Color: The primary color is kraft brown.</p>		
67	pc	<p>Sign Pen</p> <p>Point Size: 0.5 mm (Extra Fine Point).</p> <p>Ink Type: Gel ink, fade-resistant and water-resistant.</p> <p>Body: Retractable design with a comfortable rubber grip.</p>		
6	doz	<p>Assorted Cartolina (US)</p> <p>Dimensions: The common standard size for cartolina is 22-1/2 x 28-1/2 inches (572 mm x 724 mm).</p> <p>Paper Weight: The thickness or weight usually ranges from 80 gsm to 120 gsm for general use.</p> <p>Assortment: A "dozen assorted" pack typically includes a variety of vibrant colors such as red, blue, green, yellow, pink, orange, brown, black, and white.</p> <p>Usage: The paper is suitable for a wide range of uses, including school projects, art and crafts, signs, announcements, and invitations.</p>		
20	roll	<p>1-inch wide masking tape</p> <p>Width: 1 inch (which is equivalent to approximately 24 mm or 2.4 cm).</p> <p>Material: Made of a thin, easy-to-tear crepe paper backing with a pressure-sensitive rubber adhesive.</p> <p>Length: Common lengths include 15 yards, 20 yards, 25 yards, or even longer rolls of 50 meters (approx. 55 yards).</p> <p>Color: Natural white or beige color</p>		

2	box	Super color permanent marker/pentel pens (black) (12 pcs, each box), broad, tip, refillable, water proof		
58	pc	White multipurpose glue (40 grams) Type: Polyvinyl Acetate (PVA) glue. Weight: 40 grams (or approximately 40 ml). Color: White		
116	pc	Long Assorted Colored Folder Dimensions: Long size – approximately 85 inches x 13 inches, designed to hold standard long documents without folding. Material: Usually made of premium kraft/cardstock paper. Color: Available in assorted colors such as blue, red, green, yellow, orange, purple, and black. Colors often used to help categorize and organize documents easily.		
6	pc	Assorted neon/light-colored construction papers (atleast 250 sheets per ream, 8.5" x 11 size)		
20	pc	Heavy Duty Scissors (7", stainless steel) Size: 7 inches (approximately 17.5 cm or 175 mm) overall length. Blade Material: High-grade stainless steel blades for durability and sharpness. Handle Material: Ergonomic handles made of materials like ABS plastic, TPE, or rubber for a comfortable and secure grip. Design: Blade Tip: Pointed tip for precision cutting. Purpose: Suitable for cutting various materials like paper, cardboard, fabric, and even some light industrial use. Durability: Characterized as "heavy-duty" due to strong construction and durable rivet.		
		Nothing Follows*		
TOTAL AMOUNT IN WORDS:				
TOTAL AMOUNT IN FIGURES:				

AVAILABILITY / DELIVERY SCHEDULE	YES	NO	REMARKS
Availability and Quantity of Stocks <i>Indicate the number (volume) or quantity and unit of stocks required (Please check box)</i>			
Delivery: Must be delivered within seven (7) calendar days upon approval of the sample/upon receipt of Purchase Order/ UPON NOTIFICATION			