



Republic of the Philippines
Department of Education
 REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY

REQUEST FOR QUOTATION

Date: January 28, 2026
 RFQ No.: 2026-01-0003

Company/Business Name:¹ _____
 Address: _____
 Business/Mayor's Permit No.: _____
 TIN: _____
 PhilGEPS Registration Number (required): _____

The Department of Education, Schools Division Office Dagupan City, through its Bids and Awards Committee (BAC), intends to procure **PROCUREMENT OF OFFICE AND JANITORIAL SUPPLIES FOR 1ST QUARTER - FY 2026** through Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **not later than the deadline on** _____.

The following documents are also required to be submitted along with your quotation on the specified deadline above:

Document	Remarks
Copy of 2025 Mayor's or Business Permit	In case not yet available, you may submit your expired 2024 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2025 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment.
Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)	If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement (in the prescribed template), subject to compliance therewith after award of contract but before payment.

For any clarification, you may contact us at this email address dagupan.city@deped.gov.ph.


ANNA LIZA M. CHAN
 BAC CHAIRMAN



In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.
 Address: Burgos St., Poblacion Oeste, Dagupan City
 Telephone No: (075) 615-2645 | 615-2649
 Website: depeddagupan.com
 email: dagupan.city@deped.gov.ph



Management System
 ISO 9001:2015



www.tuv.com
 ID 9108650637

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

Do not alter the contents of this form in any way.

The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

All mandatory technical specifications (with asterisk) must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

Quotations may be submitted through electronic mail at **HYPERLINK** "mailto:bacsecgppb@gppb.gov.ph" \h dagupan.city@deped.gov.ph.

Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **forty-five (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DepEd Dagupan City shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with DepEd Dagupan City.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the DepEd Dagupan City. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.*, Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods

not delivered within the prescribed delivery period shall be imposed per day of delay. The DepEd Dagupan City may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

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

TECHNICAL SPECIFICATION

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items.

Indicate "0" if item being offered is for free.

2. Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification.

ITEM	Description	Total Quantity	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1	AIR FRESHENER, aerosol type, 320ml per can, long lasting fragrance, clean and refreshing scent	35 can			
2	ALCOHOL, isoprophyl, 70%, Volume min.: 1 gallon/ 3785ml.; colorless clear liquid; scented; brand, formulation, indications and precautions must be engraved/ embossed/ printed/ thermally adhered on the bottle.	25 bottles			
3	BATHSOAPS, 135 grams	4 pieces			
4	BATTERY, dry cell, size AA, 2 pcs. per packet; Voltage: 1.5 volts: Type: Alkaline: No mercury and cadmium added; Shelf life: 5 years (min.) from date of acceptance	25 pack			
5	BATTERY, dry cell, size AAA, 2 pcs. per packet; Voltage: 1.5 volts: Type: Alkaline: No mercury and cadmium added; Shelf life: 5 years (min.) from date of acceptance	25 pack			
6	BLEACHING SOLUTION, 3785ml/ 1 gallon per bottle	6 bottles			
7	BROOM, soft, gross weight max.: 500 grams; handle: cylindrical, wood; smooth finish, plastic coated, diameter: 19mm, length: 510mm, tiger grass min. weight: 220 grams, length:300mm	10 pieces			
8	CAR FRESHENER, cool gel, organic and biodegradable, 70 grams	3 pieces			
9	CERTIFICATE HOLDER, size A4, super clear transparency, with flap to prevent certificates from falling off, with 2 hangers for portrait and landscape orientations	60 pieces			
10	CHAMOIS CLOTH, 40cm x 40cm	2 pieces			
11	CLEANER, toilet bowl and urinal, 1000ml	30 bottle			

	min.; Color: Clear or Blue; Fully miscible in water: Not Chlorine based; Does not contain inorganic acids; Non volatile content max.: 5% (w/w)				
12	CLEANSER, scouring powder, net weight min.: 350grams; brand shall be engraved/embossed/ printed/ permanently stickered on the item; with adequate instructions for proper usage and disposal	30 can			
13	CLIP, backfold, 19mm, all metal, clamping length: 19mm, clamping depth: 10mm; thickness of metal: 0.20mm, diameter of clip handle: 1.00mm, binding capacity: at least 5.5mm	35 boxes			
14	CLIP, backfold, 25mm, all metal, clamping length: 25mm, clamping depth: 13mm; thickness of metal: 0.22mm, diameter of clip handle: 1.20mm, binding capacity: at least 9.5mm	35 boxes			
15	CLIP, backfold, 32mm, all metal, clamping length: 32mm, clamping depth: 14mm; thickness of metal: 0.30mm, diameter of clip handle: 1.45mm, binding capacity: at least 12mm	35 boxes			
16	CLIP, backfold, 50mm, all metal, clamping length: 50mm, clamping depth: 25mm; thickness of metal: 0.33mm, diameter of clip handle: 1.85mm, binding capacity: at least 19mm	35 boxes			
17	COB WEB REMOVER, plastic, extendable handle	3 pieces			
18	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm, carbonless	2 box			
19	CORRECTION TAPE, width: 5mm, usable length: 8m, type: film based, color: white opaque, dispensing mechanism: gear type, dispensing system: single line tape	100 pieces			
20	CUTTER KNIFE, for general purpose, Blade Size: 18mm Color: assorted colors, with 3-Blade Auto-Load Feature, with Auto-lock safety feature	3 pieces			
21	DATA FILE BOX, width: 125mm, height: 230mm, length: 400mm, material: chipboard, leatherete paper for outside cover, coated paper for inside cover	5 pieces			
22	DETERGENT POWDER, all purpose, net weight: 1kg, with adequate instructions for proper usage and disposal	25 pack			
23	DISHWASHING LIQUID, 250ml per bottle	35 bottle			
24	DISINFECTANT SPRAY, 510g	20 can			
25	DOORMAT, rectangular, 30" x 60"	10 pieces			

26	DUST PAN, made of rigid non-breakable plastic, with detachable handle-size: 30mm x 600mm; base-size: thickness: 1.25mm, front width: 260mm, back width: 200mm, depth: 225mm, assorted colors	3 pieces			
27	ENVELOPE, documentary, size A4, 500 pcs. per box	1 box			
28	ENVELOPE, documentary, size Legal, 500 pcs. per box	1 box			
29	ENVELOPE, expanding, kraft, size legal, 100pcs. per box	2 box			
30	ENVELOPE, expanding, plastic, size legal	150 pieces			
31	ENVELOPE, mailing, white, 500 pcs. per box	1 box			
32	FACIAL TISSUE, 3 ply, 570 sheets, 190 pulls per box	4 box			
33	FASTENER, plastic-coated, size: 7 cm, 50 pcs. per box	28 boxes			
34	FASTENER, plastic-coated, size: 8.5 cm, 50 pcs. per box	1 boxes			
35	FOLDER WITH TAB, size A4, 100pcs. per pack	5 pack			
36	GLUE, all purpose, 130g per bottle	23 bottle			
37	HAND SOAP, liquid, 500ml	35 bottle			
38	INK, for stamp pad, 50ml, violet	7 bottle			
39	INK, for stamp pad, 50ml, blue	1 bottle			
40	INK, for self-inking pad, 28ml, violet	3 bottle			
41	INK, for self-inking pad, 28ml, red	3 bottle			
42	INK CARTRIDGE, HP F6V27AA (HP680), black	7 cart			
43	INK CARTRIDGE, HP F6V26AA (HP680), tri-color	3 cart			
44	INK REFILL, Brother BT-D60, 108ml, black	13 bottle			
45	INK REFILL, Brother BT5000, 48.8ml, cyan	11 bottle			
46	INK REFILL, Brother BT5000, 48.8ml, magenta	10 bottle			
47	INK REFILL, Brother BT5000, 48.8ml, yellow	10 bottle			
48	INK REFILL, Canon GI 790, 70ml, black	3 bottle			
49	INK REFILL, Canon GI 790, 70ml, cyan	3 bottle			
50	INK REFILL, Canon GI 790, 70ml, magenta	3 bottle			

51	INK REFILL, Canon GI 790, 70ml, yellow	3 bottle			
52	INK REFILL, Epson T6641, 70ml, black	6 bottle			
53	INK REFILL, Epson T6642, 70ml, cyan	3 bottle			
54	INK REFILL, Epson T6643, 70ml, magenta	5 bottle			
55	INK REFILL, Epson T6644, 70ml, yellow	5 bottle			
56	INK REFILL, Epson 001, 127ml, black	10 bottle			
57	INK REFILL, Epson 001, 70ml, cyan	8 bottle			
58	INK REFILL, Epson 001, 70ml, magenta	8 bottle			
59	INK REFILL, Epson 001, 70ml, yellow	8 bottle			
60	INK REFILL, Epson 003, 65ml, black	40 bottle			
61	INK REFILL, Epson 003, 65ml, cyan	25 bottle			
62	INK REFILL, Epson 003, 65ml, magenta	25 bottle			
63	INK REFILL, Epson 003, 65ml, yellow	25 bottle			
64	INK REFILL, HP GT 53, 90ml, black	2 bottle			
65	INK REFILL, HP GT 52, 70ml, cyan	1 bottle			
66	INK REFILL, HP GT 52, 70ml, magenta	1 bottle			
67	INK REFILL, HP GT 52, 70ml, yellow	1 bottle			
68	INSECTICIDE, aerosol, water based; quick/fast/instant kill; cautionary scent required; multi-insect killer; Net content per can (min.): 600ml; sufficient amount of propellant to totally expell content	10 can			
69	LAMINATING FILM, size: A4, 216mm x 303mm, 125 microns, 100 pieces per box	5 box			
70	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18-watt electronic fluorescent lamp, aluminum alloy body, 18W, 1800 lumens, 6500k Daylight, 30,000 hours, 100 277V, T8 model, no ballast and starter required, slim and lightweight, measurements: L65.5 x W3 x H3 cm	5 pieces			
71	MARKER, flourescent, 3 pcs. per pack	3 pack			
72	MARKER, permanent, broad tip, black	40 pieces			
73	MARKER, permanent, broad tip, blue	30 pieces			
74	MARKER, permanent, broad tip, red	17 pieces			

75	MARKER, whiteboard, broad tip, black	30 pieces			
76	MARKER, whiteboard, broad tip, blue	25 pieces			
77	MARKER, whiteboard, broad tip, red	15 pieces			
78	NOTEPAD, stick-on, 76mm x 76mm	50 pads			
79	PAD PAPER, ruled, yellow, 50-80 sheets per pad	13 pads			
80	PAPER CLIP, vinyl/plastic-coated, 33mm	18 boxes			
81	PAPER CLIP, vinyl/plastic-coated, 50mm	17 boxes			
82	PAPER, multipurpose, size A4, 70gsm, 500 sheets per ream	250 reams			
83	PAPER, multipurpose, size Legal, 70gsm, 500 sheets per ream	200 reams			
84	PAPER, multipurpose, size Letter, 70gsm, 500 sheets per ream	10 reams			
85	PENCIL, lead/graphite, with eraser, 12 pcs per box	14 boxes			
86	PHOTO PAPER, size: A4, matte, 20 sheets per pack	5 packs			
87	PRINTER RIBBON, Epson LX310 cartridge ribbon	2 pieces			
88	PUSH PIN, 100 pcs. per box	2 box			
89	RAGS, absorbent fabric, diameter min.: 178mm, minimum of 1 kg per bundle; packaging: 30-35 pcs. per bundle	3 bundle			
90	RECORD BOOK, Leaves size: 265mm x 205mm (LxW); Cover size: 278mm x 214mm (LxW), 300 pages min.; with "Official Record Book" printed on the outside of the front cover	35 book			
91	RECORD BOOK, Leaves size: 265mm x 205mm (LxW); Cover size: 278mm x 214mm (LxW), 500 pages min.; with "Official Record Book" printed on the outside of the front cover	40 book			
92	RUBBER BAND, No. 18, net weight min.: 350g; width min.: 1.0mm; thickness min.: 1.0mm; lay flat length (+20%): 80mm; Tensile strength min.: 9.81 Mpa; Elongation min.: 500%	3 boxes			
93	RUBBER BAND, round, net weight min.: 350g	3 boxes			
94	SCOURING PAD with foam, net weight: 5 grams, length: 70mm, thickness: 40mm, width: 100mm	11 pieces			
95	SIGN PEN, fine tip, 0.5 mm needle or conital	215 pieces			

	tip, type: liquid or gel, color: black, with metal clip				
96	SIGN PEN, fine tip, 0.5 mm needle or conital tip, type: liquid or gel, color: blue, with metal clip	180 pieces			
97	SIGN PEN, fine tip, 0.5 mm needle or conital tip, type: liquid or gel, color: red, with metal clip	53 pieces			
98	SIGN PEN, hitech point v10 grip, color: blue	24 pieces			
99	SPECIALTY PAPER, 90gsm, color: cream, size A4, 500 sheets per box	1 box			
100	SPECIALTY PAPER, 90gsm, color: cream, size Legal, 500 sheets per box	1 box			
101	SPECIALTY PAPER, 90gsm, color: cream, size Letter, 500 sheets per box	1 box			
102	STAMP PAD, felt, dimension: 26.67 cm x 9.40cm x 10.67cm	4 pieces			
103	STAPLER, standard type, with staple remover	8 pieces			
104	STAPLE WIRE, standard, no. 35, 5000 wires per box, width (W):12.70, leg length: 6mm, thickness: 0.40, with (E): 0.50	30 boxes			
105	STICKER PAPER, matte, size A4, 10s per pack	5 packs			
106	STICK ON NOTES, Arrow-Sign Here, 1.3cmx4.3cm, 5 Colors x 25sheets/pack	20 packs			
107	STORAGE FILE BOX, made of card board, 175lbs., brown, 12x16"	20pieces			
108	TAPE, masking, width: 24mm, usable length: 50 meters, thickness: 0.25mm, adhesion strength: 8.5N/24mm width, breaking strength: 8.5N/24mm width	19 rolls			
109	TAPE, transparent, width: 24mm, usable legth: 50 meters, thickness: 0.40mm, adhesion strength: 6N/24mm, breaking strength: 14N/24mm	48 rolls			
110	TAPE, transparent, width: 48mm, usable legth: 50 meters, thickness: 0.40mm, adhesion strength: 6N/24mm, breaking strength: 14N/24mm	16 rolls			
111	TOILET DEODORANT CAKE, toilet air freshener, 100g, any scent	25 pieces			
112	TOILET TISSUE PAPER, 2-3 ply, 12 rolls per pack	50 packs			
113	TONER, INEO 164/165	1 tubes			
114	TRASHBAG, plastic, size XXL, 10 pcs per pack	10 packs			
115	TRASHBAG, plastic, size L, 10 pcs per pack	3 packs			

116	TWINE, plastic, 1 kilo per roll	6 rolls			
117	WIPES, multi-purpose, scented, 80-110s per pack	45 packs			

FINANCIAL OFFER	
Approved Budget for the Contract	TOTAL OFFERED QUOTATION
FIVE HUNDRED NINETY TWO THOUSAND FIVE HUNDRED FIFTY EIGHT PESOS (Php 592,558.00)	In Words: _____ _____ _____ In Figures:

Payment Details:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within sixty (60) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution: _____
 Account Number: _____
 Account Name: _____
 Branch: _____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es