



SCHOOLS DIVISION OF GENERAL SANTOS CITY

Date: March 31, 2026  
Quotation No.: 2026 - 03 - 027

(Company Name)

(Address)

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

  
**MERVIN Y. SEBLOS, CESE**  
BAC CHAIRPERSON

**NOTE:**

- 1 PLS. PRINT ALL ENTRIES
- 2 DELIVERY PERIOD WITHIN \_\_\_\_\_ CALENDAR DAYS
- 3 WARRANTY SHALL BE FOR A PERIOD OF SIX(6) MOS. FOR SUPPLIES & MATERIALS, ONE(1) YR. FOR EQUIPMENT,
- 4 FROM THE DATE OF ACCEPTANCE BY THE PROCURING ENTITY
- 5 PRICE VALIDITY SHALL BE FOR A PERIOD OF \_\_\_\_\_ CALENDAR DAYS
- 6 G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
- 7 BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED
- 8 BIDDERS SHALL SUBMIT INDIVIDUAL BID PRICE.

ITEM NO.	Item description	unit	quantity	Approved Budget for the Contract		Brand	BID AMOUNT	
				Unit Cost	Total		Unit Cost	Total
<b>Lot: Procurement of Q1 Common-Used Supplies and Equipment for Division Office 2026</b>								
1	Ballpen, Black (Retractable), Fine 005, Soft Writing & Good Quality	pcs	200	18.00	3,600.00			
2	Battery, Dry Cell, AA Size, Quality	pack	60	50.00	3,000.00			
3	Battery, Dry Cell, AAA Size, Quality	pack	60	30.00	1,800.00			
4	Clip, Backfold, 32mm	pcs	50	30.00	1,500.00			
5	Notepad 2x3 (50mm*76mm)	pad	100	25.00	2,500.00			
6	Notepad 3x3 (76mm*76mm)	pad	100	30.00	3,000.00			
7	Notepad 3x4 (76mm*100mm)	pad	50	35.00	1,750.00			
8	Notepad 3x5 (76mm*127mm)	pad	50	40.00	2,000.00			
9	Glue, All-Purpose, 130g	bottle	50	75.00	3,750.00			
10	PVC Sheet A4 20mm * 300mm (50 sets pack preferably CUYI brand)	pack	2	1,600.00	3,200.00			
11	Storage Box, 120 liters, white	pcs	10	1,000.00	10,000.00			

12	Storage Box, 34 liters gray	pcs	10	500.00	5,000.00		
13	Red Floor Wax 450g (Preferably Star Wax Brand)	can	1	230.00	230.00		
14	Paper Multicopy, Legal, 70gsm	ream	200	250.00	50,000.00		
15	Paper Multicopy, A4, 70gsm	ream	200	200.00	40,000.00		
16	Paper Multicopy, Letter, 70gsm	ream	50	200.00	10,000.00		
17	A3 Hard Copy Bond Paper, 80gsm	ream	6	800.00	4,800.00		
18	Executive Chair with armrest, adjustable gaslift, synthetic leather, twin caster, adjustable seat	pcs	5	6,000.00	30,000.00		
19	Folder, A4, Brown Outside, White Inside (100 pcs per box)	pack	30	250.00	7,500.00		
20	Laminating Film, Legal Size, 125 microns	pack	5	1,000.00	5,000.00		
21	ID Sling, Green, 17-18" Total Length, 1/2 Width w/ Jacket	pcs	650	35.00	22,750.00		
22	Sticker Paper, Legal Size, Glossy	pack	50	60.00	3,000.00		
23	Printer (LQ-310), Impact Dot Matrix, 24 Pins, Ribbon Cartridge	pcs	1	19,000.00	19,000.00		
24	Extension Wire, 10-15amp, 6-10 meters, 4 gang, flat cord (preferably OMNI)	pcs	5	800.00	4,000.00		
25	Photopaper, A4 Size, Glossy, 20pcs/pack	pack	50	120.00	6,000.00		
	***** nothing follows*****						
				<b>GRAND TOTAL</b>	<b>243,380.00</b>		

Brand and Model : \_\_\_\_\_  
 Delivery Period : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Price Validity : \_\_\_\_\_

**DepEd Division of General Santos City**  
 Name of the Procuring Entity

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

<b>REFERENCE</b>	
<b>PR #</b>	<b>2026 - 03 - 027</b>
<b>DATE</b>	<b>March 31, 2026</b>

Printed Named/Signature \_\_\_\_\_  
 Tel. No./Cellphone No. email address \_\_\_\_\_

DepEd-GSC/BACSec/Michael  
**PHILGEPS REF. No.**

Date \_\_\_\_\_  
**Closing Date:** \_\_\_\_\_ **8:00:00 AM**

