



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

REQUEST FOR QUOTATION

The **Department of Education Region IV-A (CALABARZON)** through its **Bids and Awards Committee**, intends to procure **“EQUIPMENT SUPPLIES FOR THE CONDUCT OF THE 2025 REGIONAL ATHLETIC ASSOCIATION MEET”** in accordance with Alternative Method of Procurement under Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

The Approved Budget for the Contract (ABC) is **TWENTY-SEVEN THOUSAND PESOS(Php27,000.00)**

The Project shall be awarded as one Project having several items that shall be awarded as one contract.

Please quote your **Best Offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the bottom/last page of this Request for Quotation (RFQ). Submit your proposal/quotation duly signed by your authorized representative **not later than FEBRUARY 14, 2025 at 9:00 A.M.** at the BAC Secretariat, DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal. **Quotations may also be submitted through facsimile or email at the address and contact numbers indicated below.**

A copy of your 2025 **Business/Mayor’s Permit, PhilGEPS Registration Number and Latest Income/Business Tax Return** are required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Business/Mayor’s Permit.

For any clarification, you may contact us at telephone no. **(02) 8682-2114** or by email at **bac.calabarzon@deped.gov.ph**.


LOIDA N. NIDEA
BAC Chairperson

08F/ROA/JLN



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



RC-ASD-F119

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Certificate No. PHP QMS
22 93 0085

Date: _____

Name of Company:	
Address:	
Name of Store/Shop (if applicable):	
TIN:	
PhilGEPS Registration Number:	

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly, accurately and completely.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation 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 QTY	Bidder's Statement of Compliance ("Comply" or "Not Comply")	Unit Cost (VAT Inclusive)	Total Cost (VAT Inclusive)
1.	LAMINATING MACHINE LAMINATING MACHINE SPECIFICATIONS: <ul style="list-style-type: none"> • Can Laminate all sizes of Paper.ID Card ,A4 ,A3 , letter & legal Sizes 	2 pcs			

	<ul style="list-style-type: none"> • Maximum Binding Length: 300mm • Working Temperature: 140+10degrees • Max Power Consumption: 450W • Power Supply: 220V • Simply use Forward, Reverse, Hot and cold settings <p>Php3,500.00/pc</p>				
2.	<p>PRINTER -Print, Scan, Copy, Fax with ADF</p> <p>PRINTER SPECIFICATIONS:</p> <ul style="list-style-type: none"> • Compact integrated tank design • High yield ink bottles • Spill-free, error-free refilling • Wi-Fi Direct • Borderless printing up to 4R • Print Method:On-demand inkjet (Piezoelectric) • Printer Language:ESC/P-R, ESC/P Raster • Nozzle Configuration:180 x 1 nozzles Black, 59 x 1 nozzles per Colour (Cyan, Magenta, Yellow) • Maximum Resolution:5760 x 1440 dpi • Photo Default - 10 x 15 cm / 4 x 6 " :Approx. 69 sec per photo (Border) / 90 sec per photo (Borderless)*2Draft, A4 (Black / Colour):Up to 33 ppm / 15 ppm • ISO 24734, A4 Simplex (Black / Colour):Up to 10 ipm / 5.0 ipm • First Page Out Time from Ready Mode (Black / Colour):Approx. 10 sec / 16 sec • Maximum Copies from Standalone:99 copies • Reduction / Enlargement:25 – 400 % • Maximum Copy Resolution:600 x 600 dpi • Maximum Copy Size:Legal • ISO 29183, A4 Simplex Flatbed (Black / Colour):Up to 7.7 ipm / 3.8 ipm <p>ADF Specifications</p> <ul style="list-style-type: none"> • Support Paper Thickness:64 – 95 g/m2 • Paper Capacity:30 pages (A4), 10 pages (Legal) 	1			

<ul style="list-style-type: none"> • Type Of Fax:Walk-up black-and white and colour fax capability • Receive Memory / Page Memory:1.1 MB, Page memory up to 100 pages • Error Correction Mode:ITU-T T.30 • Fax Speed (Data Transfer Rate):Up to 33.6 kbps, Approx. 3 sec/page • Fax Resolution:Up to 200 x 200 dpi • Transmission Paper Size (Flatbed):Letter, A4 • Transmission Paper Size (ADF):A4, Letter, 8.5 x 13", Legal, Oficio 9, Mexico-Oficio, Indian-Legal • Receiving Paper Size:A4, Letter, Legal • Speed Dial / Group Dial:Up to 100 numbers, 99 groups • Fax Features:PC Fax (Transmission / Receive), Automatic Redial, Address book, Broadcast Fax (Mono Only), Transmit Reservation, Polling Reception • Number of Paper Trays:1Standard Paper Input Capacity:Up to 100 sheets of Plain paper (80 g/m²) • Up to 20 sheets of Premium Glossy Photo Paper • Output Capacity:Up to 30 sheets of Plain Paper (80 g/m²) • Up to 20 sheets Premium Glossy Photo Paper • Maximum Paper Size:215.9 x 1200 mm • Paper Size:Legal (8.5 x 14"), Indian-Legal (215 x 345 mm), 8.5 x 13", Letter, A4, 16K (195 x 270 mm), B5, A5, B6, A6, Hagaki (100 x 148 mm), 5 x 7", 5 x 8", 4 x 6", Envelopes: #10, DL, C6 • Print Margin:0 mm top, left, right, bottom via custom settings in printer driver • Operating System Compatibility:Windows XP / XP Professional / Vista / 7 / 8 / 8.1 / 10 • Windows Server 2003 / 2008 / 2012 / 2016 / 2019 				
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<ul style="list-style-type: none"> • Only printing functions are supported for Windows Server OS <p>Mac OS X 10.6.8 or later</p> <ul style="list-style-type: none"> • Dimensions (W x D x H):375 x 347 x 237 mm • Weight:5.0 kg • LCD Screen:1.44" Colour LCD • USB:USB 2.0Network:Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi DirectNetwork Protocol:TCP/IPv4, TCP/IPv6Network Management • Protocols:SNMP, HTTP, DHCP, BOOTP, APIPA, PING, DDNS, mDNS, SLP, WSD, LLTD <p>Php20,000.00/pc</p>				
TOTAL COST:				

**The above quoted prices are inclusive of all costs and applicable taxes.*

<p align="center"><u>SCHEDULE OF REQUIREMENTS</u></p> <p>Bidders must state “Comply” or any equivalent term in the column “Bidder’s Statement of Compliance” against each of the individual parameters of each SCHEDULE.</p>	<p align="center"><u>BIDDER’S STATEMENT OF COMPLIANCE</u></p> <p align="center">(“Comply” or “Not Comply”)</p>
<p align="center">7 CALENDAR DAYS UPON RECEIPT OF P.O.</p>	

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Your Total Offered Quotation
Php27,000.00	In words:
	In figures:
<u>Payment Details:</u>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfilment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.
Banking Institution	
Account Number	
Account Name	
Branch	

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the Lowest Calculated and Responsive Quotation (for goods and infrastructure) or, the Highest Rated Offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The Department of Education Region 4A shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DBM 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. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**

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 Department of Education Region IV-A shall rescind 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.

Signature over Printed Name

Position/Designation

Office Telephone Number

Fax/Mobile Number

E-mail Address/es