



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 **“LAPTOP AND OFFICE EQUIPMENT FOR THE INCENTIVE-BASED ACTIVITY FOR LEARNERS TO IMPROVE LEARNING OUTCOMES ON MARCH 12, 2025 TO APRIL 10, 2025”** 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 **NINE HUNDRED FIFTY THOUSAND NINE HUNDRED EIGHTY-EIGHT PESOS (Php950,988.00).**


**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 MARCH 17, 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.**

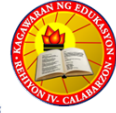
A copy of your 2025 **Business/Mayor’s Permit, PhilGEPS Registration Number and Latest Income/Business Tax Return** are required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Business/Mayor’s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

Moreover, a **Notarized Omnibus Sworn Statement (GPPB-prescribed forms)** will also be required to be submitted prior to award.

For any clarification, you may contact us at telephone no. **(02) 8682-2114** or by email at **[bac.calabarzon@deped.gov.ph](mailto: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](mailto:region4a@deped.gov.ph)  
**Website:** [depedcalabarzon.ph](http://depedcalabarzon.ph)



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Certificate No. PHP QMS  
22 93 0085

Date: \_\_\_\_\_

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

**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.

<b>Item</b>	<b>Description</b>	<b>Total QTY</b>	<b>Bidder's Statement of Compliance ("Comply" or "Not Comply")</b>	<b>Unit Cost (VAT Inclusive)</b>	<b>Total Cost (VAT Inclusive)</b>
1.	<b>LAPTOP</b> Php49,999.00/unit	<b>12 units</b>			

<b>LAPTOP SPECIFICATIONS:</b>					
Display	16 inches max				
Camera	2MP or higher				
Resolution	1920 X 1200 or higher				
Processor	Intel Core Ultra 5 Processor 125H 18M Cache, up to 4.50 GHz (14 cores/18/Threads or equivalent or higher				
Graphics	Integrated Intel Arc graphics supports ray tracing or equivalent				
System Memory	16 GB DDR5-5200 SODIMM Memory or higher				
Storage	500GB Gen 3 NVME M.2 SSD or higher				
Network	Integrated 1-/100/1000mb Base-TX Ethernet LAN				
Wifi	Wifi 6 or higher				
Bluetooth	5.3 or higher				
Operating System	Windows 11 or higher				
Speaker	Integrated Sound Blaster				
Connectivity	Power = AC/DC HMDI port USB Port LAN Port Headset/Microphone Audio Combo Jack				
Weight	2.6 kilograms max				
2.	<p><b>POWERBANK</b></p> <p><b>Php1,500.00/unit</b></p> <ul style="list-style-type: none"> <li>• 20,000 mah</li> <li>• Built-in Cables for Convenience: Comes with three built-in cables for iPhone, Type-C, and Micro USB devices.</li> <li>• Can charge up to four devices at once, ensuring all your gadgets stay powered. Super Fast Charging</li> </ul>	<b>74 units</b>			
3.	<p><b>External Drive</b></p> <p><b>Php2,000.00/unit</b></p> <ul style="list-style-type: none"> <li>• Capacity: 1TB</li> <li>• Interface: USB 3.0 (backward compatible with USB 2.0)</li> <li>• Interface transfer rate 2: Up to 5 Gbit/s (USB 3.0)</li> <li>• Up to 480 Mbit/s (USB 2.0)</li> <li>• Color: Matte black</li> <li>• Available USB 2.0 or USB 3.0 ports</li> <li>• Simple settings</li> <li>• Drag and drop file storage</li> </ul>	<b>20 units</b>			

4.	<p><b>Printer</b></p> <p><b>Php20,000.00/unit</b></p> <p>Printer Type: Print, Scan, Copy, Fax with ADF</p> <ul style="list-style-type: none"> <li> <b>Printing Technology:</b>            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            Automatic 2-sided Printing: No         </li> <li> <b>Print Speed:</b>            Photo Default - 10 x 15 cm / 4 x 6 " *1: Approx. 69 sec per photo (Border) / 90 sec per photo (Borderless)*2            Draft, A4 (Black / Colour): Up to 33 ppm / 15 ppm*2            ISO 24734, A4 Simplex (Black / Colour): Up to 10 ipm / 5.0 ipm*2            First Page Out Time from Ready Mode (Black / Colour): Approx. 10 sec / 16 sec*2         </li> <li> <b>Copying:</b>            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         </li> <li> <b>Scanning:</b>            Scanner Type: Flatbed colour image scanner            Sensor Type: CIS            Optical Resolution: 1200 x 2400 dpi            Maximum Scan Area: 216 x 297 mm            Scanner Bit Depth (Colour): 48-bit input, 24-bit output            Scanner Bit Depth (Grayscale): 16-bit input, 8-bit output            Scanner Bit Depth (Black &amp; White): 16-bit input, 1-bit output         </li> <li> <b>Scan Speed:</b>            Scan Speed (Flatbed / ADF (Simplex)): 200dpi, Black: 12 sec / Up to 4.5 ipm            200dpi, Colour: 29 sec / Up to 4.5 ipm         </li> <li> <b>ADF Specifications:</b>            Support Paper Thickness: 64 – 95 g/m<sup>2</sup>            Paper Capacity: 30 pages (A4), 10 pages (Legal)         </li> <li> <b>Fax Function:</b>            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         </li> </ul>	<b>10 units</b>			
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<p>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</p> <ul style="list-style-type: none"> <li>• <b>Paper Handling:</b>  Number of Paper Trays:1  Standard Paper Input Capacity:Up to 100 sheets of Plain paper (80 g/m<sup>2</sup>)  Up to 20 sheets of Premium Glossy Photo Paper  Output Capacity:Up to 30 sheets of Plain Paper (80 g/m<sup>2</sup>)  Up to 20 sheets Premium Glossy Photo Paper  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  Maximum Paper Size:215.9 x 1200 mm  Print Margin:0 mm top, left, right, bottom via custom settings in printer driver</li> <li>• <b>Mobile and Cloud Solutions</b></li> <li>• <b>Supported OS and Applications:</b>  Operating System Compatibility: Windows XP / XP Professional / Vista / 7 / 8 / 8.1 / 10  Windows Server 2003 / 2008 / 2012 / 2016 / 2019  Only printing functions are supported for Windows Server OS  Mac OS X 10.6.8 or later</li> <li>• <b>Noise Level:</b>  PC Printing/ Premium Glossy Photo Paper  Best Photo:Sound Power (Black / Colour) 5.1 / 5.1 B(A), Sound Pressure (Black / Colour) 38 dB(A) / 38 dB(A)  PC Printing / Plain Paper Default<sup>4</sup>:Sound Power (Black / Colour) 6.3 B(A) / 6.2 B(A), Sound Pressure (Black / Colour) 51 dB(A) / 48 dB(A)</li> <li>• <b>Dimensions and Weight:</b>  Dimensions (W x D x H):375 x 347 x 237 mm  Weight:5.0 kg</li> <li>• <b>Electrical Specifications:</b>  Rated Voltage:AC 220 – 240 V  Rated Frequency:50 – 60 Hz  Operating:12 W</li> </ul>				
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<p>Sleep:0.7 W Power Off:0.2 W Standby:4.5 W</p> <ul style="list-style-type: none"> <li>• <b>Interface:</b> USB:USB 2.0 Network:Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct Network Protocol:TCP/IPv4, TCP/IPv6 Network Management Protocols:SNMP, HTTP, DHCP, BOOTP, APIPA, PING, DDNS, mDNS, SLP, WSD, LLTD</li> </ul> <p><b>Printer Software</b></p> <ul style="list-style-type: none"> <li>• <b>Control Panel:</b> LCD Screen:1.44" Colour LCD</li> </ul>				
<b>TOTAL COST:</b>				

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

<p style="text-align: center;"><b><u>SCHEDULE OF REQUIREMENTS</u></b></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 style="text-align: center;"><b><u>BIDDER'S STATEMENT OF COMPLIANCE</u></b> <b>("Comply" or "Not Comply")</b></p>
<p><b>15 CALENDAR DAYS UPON RECEIVE OF P.O.</b></p>	

<b>FINANCIAL OFFER</b>	
<b>Approved Budget for the Contract</b>	<b>Your Total Offered Quotation</b>
<p><b>Php950,988.00</b></p>	<p>In words:</p> <hr/> <p>In figures:</p>
<p><b><u>Payment Details:</u></b></p>	<p>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.</p>

<b>Banking Institution</b>	
<b>Account Number</b>	
<b>Account Name</b>	
<b>Branch</b>	

**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