



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 **“COMMONLY USED SUPPLIES, JANITORIALS AND COMPUTER PRINTER INKS FOR USE AT THE REGIONAL OFFICE (3rd QUARTER)”** through **Small Value Procurement** pursuant to **Section 34** of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009.

The Approved Budget for the Contract (ABC) are as follows:

LOT NO.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC)
1	COMMONLY USED SUPPLIES	Php592,673.00
2	JANITORIALS	Php30,600.00
3	COMPUTER PRINTER INKS	Php177,900.00

INTERESTED SERVICE PROVIDERS MAY SUBMIT A QUOTATION IN ANY OF THE ABOVE ENUMERATED LOTS AND EVALUATION, INCLUDING AWARD OF CONTRACT, WILL BE UNDERTAKEN ON A PER LOT BASIS.

Please submit your **Best Offer** for the item/s described herein together with the following documents on or before **SEPTEMBER 29 of 2025 at 9:00 A.M.:**

- Business/Mayor's Permit**
- PhilGEPS Registration Number**
- Latest Income/Business Tax Return; and**
- Notarized Omnibus Sworn Statement (OSS) and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership or cooperative; or Original Special Power of Attorney of all member of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the bidder.**

Subject to the Terms and Conditions provided at the bottom/last page of this Request for Quotation (RFQ).

We highly encouraged interested supplier/s to use the Quotation Form provided to minimize error or omission of the required mandatory provisions. If the quotation form will be reproduced/retyped, please ensure that all mandatory requirements/provisions are included. Missing requirements/provisions and non-submission of the terms and conditions shall render the submission ineligible or disqualified.

Quotation may be submitted through electronic mail at **bac.calabarzon@deped.gov.ph** or physically at Procurement Unit, DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal.

Quotation, 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 e-mail shall be considered.

The Head of the Procuring Entity (HoPE) of this office reserves the right to reject any and all quotations, declare a failure of procurement or not award the contract at any

08F/ROA/JLCC



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



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Certificate No. PHP QMS
22 93 0085

time prior to contract award is accordance with Section 70 of the IRR of RA No. 12009, without hereby incurring any liability to the affected bidder or bidders.

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

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	Brand Name	Brand of Origin	Unit Cost (VAT Inclusive)	Total Cost (VAT Inclusive)
LOT 1 - COMMONLY USED SUPPLIES						
1.	USB FLASH DRIVE , Sandisk, 16 GB Php200.00/pc	50 pcs				
2.	STAPLE WIRE , Copper, No. 35 Php80.00/box	100 boxes				
3.	TAPE , masking, 2 inches Php90.00/roll	20 rolls				
4.	TAPE , transparent, 1 inch Php30.00/roll	50 rolls				
5.	MARKER, PERMANENT, BLACK , Fine Tip Php20.00/pc	200 pcs				
6.	DATA FOLDER , made of chipboard, taglia lock, 15 x 9 x 3 inches, BLUE Php160.00/pc	150 pcs				
7.	DATA FOLDER , made of chipboard, taglia lock, 15 x 9 x 3 inches, PINK Php200.00/pc	20 pcs				

8.	DATA FOLDER , made of chipboard, taglia lock, 15 x 9 x 3 inches, ORANGE Php200.00/pc	20 pcs				
9.	DATA FOLDER , made of chipboard, taglia lock, 15 x 9 x 3 inches, GREEN Php200.00/pc	20 pcs				
10.	CERTIFICATE HOLDER , Letter Size - (8.5/11) - Blue Php50.00/pc	50 pcs				
11.	COLORED COPY PAPER , Sky Blue, 80 GSM, A4 size, 500 sheets Php600.00/ream	18 reams				
12.	COLORED COPY PAPER , Pink, 80 GSM, A4 size, 500 sheets Php600.00/ream	12 reams				
13.	CERTIFICATE LAID PAPER , White, A4 Php800.00/ream	12 reams				
14.	COLORED PAPER , A4, assorted, 250 sheets, 80 gsm Php249.00/ream	2 reams				
15.	CUSTOMIZED CERTIFICATE HOLDER , Red Letter Size with DepEd CALABARZON Logo Php150.00/pc	300 pcs				
16.	DOCUMENT KEEPER MAGAZINE FILE BOX (long, N, Blue) Height: 10" inches Width: 5" inches Php400.00/pc	15 pcs				

17.	DOUBLE SIDED TAPE , 24 x 10 mm Php50.00/roll	11 rolls				
18.	EXPANDABLE FOLDER , A4, Green Php30.00/pc	30 pcs				
19.	EXPANDABLE FOLDER , Legal Size, Green Php35.00/pc	30 pcs				
20.	EXPANDABLE ENVELOPE , Legal Size, Kraft Php16.00/pc	300 pcs				
21.	ID LACE , Red, with DepEd CALABARZON Print) Php20.00/pc	245 pcs				
22.	STICKER PAPER , 10 sheets per pack, glossy Php80.00/pack	20 packs				
23.	ID HOLDER , A6, Vertical Php20.00/pc	100 pcs				
24.	PLASTIC ENVELOPE , clear, long Php20.00/pc	30 pcs				
25.	PLASTIC ID JACKET , A7 Php15.00/pc	155 pcs				
26.	STICKER PAPER , 10 sheets per pack, matte Php60.00/pack	30 packs				

27.	STORAGE BOX , Blue Box Storage File, 15.5" x 11" x 11", with lid Php500.00/pc	19 pcs				
28.	STORAGE FILE BOX , Brown, 12" x 16" Php200.00/pc	70 pcs				
29.	STAPLER WITH REMOVER , #35 HD50R, heavy duty, ergonomic design, genuine Php650.00/pc	15 pcs				
30.	MAILING ENVELOPE , White Letter Envelope, 10s/pack Php15.00/pack	100 packs				
31.	RETRACTABLE BALLPEN - REFILL , Hi-Tecpoint V RT 0.5 black Php50.00/pc	50 pcs				
32.	SIGN PEN V10 , Grip, Blue Php80.00/pc	200 pcs				
33.	PLANNER (TOKEN) Leather , A5 Size, with DepEd CALABARZON Logo Php200.00/pc	150 pcs				
34.	DEPED CALABARZON FLAG RED IV-A LOGO , 3 x 5 ft., satin with embroidered logo, double face Php5,000.00/pc	12 pcs				
35.	HEAVY DUTY EXTENSION CORD , universal outlet extension cord, 4-gang, with switch Php500.00/unit	2 units				

36.	<p>DESKTOP COMPUTER</p> <p>Intel core i7 12700 / H610 / 8GB DDR4 / 256GB SSD / PC Case M-ATX with 700 W</p> <p>Php40,000.00/unit</p> <p>Product Specifications:</p> <ul style="list-style-type: none"> • Intel Cor i7-12700 Alder Lake Socket LGA 1700 4.90 GHz Processor • H610M-E Socket DDR4 Motherboard • 8GB 1x8 3200Mhz DDR4 Memory Black Gold • Solid State Drive 256GB SATA 2.5 • Micro ATX PC Case with 700w PSU <p>22" IPS 75Hz Monitor</p> <p>Product Specifications</p> <ul style="list-style-type: none"> • Screen Size: 21.5" • Resolution: 1920 x 1080 Response • Response Time(gtg) - 5ms and below • Refresh Rate - 75Hz • Brightness - 250cd/m2 <ul style="list-style-type: none"> ◦ Maximum Brightness (lumens): 91-100% • Dynamic Contrast Ratio - 600000000:1 • Display Ports - VGA + HDMI • SKU 227490051_PH-301816957 • Model GA22SL Led IPS 21.5 • Display Size: 21.5" • Mounting Type: Desk Mount • Display Features: HD, Full HD • Monitor Feature: IPS, 1080p • Warranty Type: Local Supplier Warranty • Warranty Period: 1 Year 	3 units				
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37.	<p>PRINTER</p> <p>Php15,000.00/unit</p> <p>Product Specifications:</p> <ul style="list-style-type: none"> • Printer Type: Print, Scan, Copy, Fax with ADF • Printing Technology: <ul style="list-style-type: none"> ◦ 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 • Print Speed: <ul style="list-style-type: none"> ◦ 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 33ppm / 15ppm*2 ◦ ISO 24734, A4 Simplex (Black / Colour): Up to 10 ipm / 5.0 ipm*2 • Copying: <ul style="list-style-type: none"> ◦ 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 • Scanning: 	<p>11 units</p>				
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	<ul style="list-style-type: none"> ◦ 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 and White): 16-bit input, 1-bit output • Scan Speed: <ul style="list-style-type: none"> ◦ Scan Speed (Flatbed / ADF (Simplex)): 200dpl, Black: 12 sec / Up to 4.5 ipm ◦ 200dpl, Colour: 29 sec / Up to 4.5 ipm • ADF Specifications: <ul style="list-style-type: none"> ◦ Support Paper Thickness: 64-95 g/m2 ◦ Paper Capacity: 30 pages (A4), 10 pages (Legal) • Fax Function: <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-TT.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 					
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	<ul style="list-style-type: none"> ◦ Fax Features: PC Fax (Transmission / Receive), Automatic Redial, Address Book, Broadcast Fax ◦ (Mono Only), Transmit Reservation, Polling Reception • Paper Handling: <ul style="list-style-type: none"> ◦ Number of Paper Trays: 1 Standard Paper Input ◦ Capacity: Up to 100 sheets of Plain paper (80 g/m2) ◦ Output Capacity: Up to 30 sheets of Plain Paper (80 g/m2) Up to 20 sheets of Premium Glossy Photo Paper ◦ Paper Size: Legal (8.5 x 14"), Indian-Legal (215 x 345 mm), 8.5 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 • Mobile and Cloud Solutions • Supported OS and Applications: <ul style="list-style-type: none"> ◦ 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 Servers OS ◦ Mac OS X 10.6.8 or later • Noise Level: <ul style="list-style-type: none"> ◦ 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) 					
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	<ul style="list-style-type: none"> ◦ PC Printing / Plain Paper Default*4: Sound Power (Black / Colour) 6.3 B(A) / 6.2 B(A) ◦ Sound Pressure (Black / Colour) 51 dB(A) / 48 dB(A) • Dimensions and Weight: <ul style="list-style-type: none"> ◦ Dimensions (W x D x H): 375 x 347 x 237 mm ◦ Weight: 5.0 kg • Electrical Specifications:: <ul style="list-style-type: none"> ◦ Rated Voltage: AC 220 - 240 V ◦ Rated Frequency: 50 - 60 Hz ◦ Operating: 12W ◦ Sleep: 0.7 W ◦ Power Off: 0.2 W ◦ Standby: 4.5 W • Interface: <ul style="list-style-type: none"> ◦ 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 ◦ Printer Software • Control Panel: <ul style="list-style-type: none"> ◦ LCD Screen: 1.44" Colour LCD 					
TOTAL COST:						
LOT 2 - JANITORIAL SUPPLIES						
1.	DETERGENT POWDER , all purpose, 1kg Php75.00/pouch	40 pouches				

1.	INK CARTRIDGE , Canon CL811, Colored, Genuine Php1,400.00/cart	6 carts				
2.	INK CARTRIDGE , Canon PG-810, Black, Genuine Php1,100.00/cart	6 carts				
3.	INK CARTRIDGE , HP CZ107AA (HP678), Black, Genuine Php700.00/cart	16 carts				
4.	INK CARTRIDGE , HP CN692AA (HP704), Black, Genuine Php700.00/cart	12 carts				
5.	INK CARTRIDGE , HP F6V27AA (HP680), Black, Genuine Php700.00/cart	21 carts				
6.	INK CARTRIDGE , HP CZ108AA (HP678), Tri-color, Genuine Php700.00/cart	16 carts				
7.	INK CARTRIDGE , HP CN693AA (HP704), Tri-color, Genuine Php700.00/cart	12 carts				
8.	INK CARTRIDGE , HP F6V26AA (HP680), Tri-color, Genuine Php700.00/cart	21 carts				
9.	EPSON INK 001 , 127ml Black, Genuine Php500.00/bottle	15 bottles				
10.	EPSON INK 001 , 70ml CYAN, Genuine	10 bottles				

	Php400.00/bottle					
11.	EPSON INK 001 , 70ml Magenta, Genuine Php400.00/bottle	10 bottles				
12.	EPSON INK 001 , 70ml, Yellow, Genuine Php400.00/bottle	10 bottles				
13.	EPSON INK 003 , 65ml, Black, Genuine Php400.00/bottle	20 bottles				
14.	EPSON INK 003 , 65ml, CYAN, Genuine Php400.00/bottle	15 bottles				
15.	EPSON INK 003 , 65ml, MAGENTA, Genuine Php400.00/bottle	15 bottles				
16.	EPSON INK 003 , 65ml, YELLOW, Genuine Php400.00/bottle	15 bottles				
17.	EPSON INK , 774ml, Black, Genuine Php400.00/bottle	15 bottles				
18.	Computer Ribbon , EPSON FX-2190, Genuine Php500.00/pc	10 pcs				
19.	RIBBON CARTRIDGE , Epson LX, 310 (C13S015632), Genuine Php180.00/bottle	10 pcs				
20.	Waste Ink Pad for Epson L5290 Php300.00/carriage	20 pcs				
21.	Samsung ML-2855 ND , Samsung D209L Toner, Genuine Php6,000.00/carriage	5 pcs				

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

<p><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><u>BIDDER’S STATEMENT OF COMPLIANCE</u></p> <p>(“Comply” or “Not Comply”)</p>
<p>15 Calendar Days upon Receipt of the P.O</p>	

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Your Total Offered Quotation
LOT 1 - Php592,673.00	In words:
	In figures:
LOT 2 - Php30,600.00	In words:
	In figures:
LOT 3 - Php177,900.00	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