



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 **"SUPPLIES AND MATERIALS FOR THE VARIOUS ICT RELATED EQUIPMENT AND MATERIALS"** 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) is **FIVE HUNDRED SIXTY-FOUR THOUSAND TWENTY PESOS (Php564,020.00).**

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.:**

- a. **Business/Mayor's Permit**
- b. **PhilGEPS Registration Number**
- c. **Latest Income/Business Tax Return; and**
- d. **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 time prior to contract award in 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

08F/ROA/JLCC

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.

Item	Description	Total QTY	Bidder's Statement of Compliance ("Comply" or "Not Comply")	Unit Cost (VAT Inclusive)	Total Cost (VAT Inclusive)
1.	<b>LAPTOP</b>  <b>Php49,900.00/unit</b>  <b>Specifications:</b>	<b>6 units</b>			

	<ul style="list-style-type: none"> <li>• Intel i5-12450H (6 cores) WIN 11</li> <li>• RAM: 16 GB RAM DDR4</li> <li>• Graphics Card: At least RTX 3050, 4GB DDR6 or Higher</li> <li>• ROM: 512 SSD</li> <li>• Processor: At least Intel i5-12450H or higher</li> <li>• Display: 15.6inch FHD (1920x1080), 144 Hz, IPS-Level</li> <li>• OS: Windows 11 Home</li> </ul>				
2.	<p><b>DESKTOP FOR EDITING</b></p> <p><b>Php49,000.00/unit</b></p> <p><b>Specifications:</b></p> <ul style="list-style-type: none"> <li>• RAM: 16 GB RAM DDR4</li> <li>• Graphics Card: At least NVIDIA GeForce RTX 3050, 8GB or higher</li> <li>• ROM: 1TB SSD</li> <li>• Processor: At least AMD Ryzen 7 5700G or higher</li> <li>• OS: Windows 11 Home <ul style="list-style-type: none"> <li>◦ <i>With mouse and keyboard</i></li> </ul> </li> </ul>	<b>1 unit</b>			
3.	<p><b>DESKTOP FOR OFFICE USE</b></p> <p><b>Php45,000.00/unit</b></p> <p><b>Specifications:</b></p> <ul style="list-style-type: none"> <li>• RAM: 8 GB RAM DDR4 3200MHz</li> <li>• Graphics Card: At least Intel® UHD 730 Graphics for 13<sup>th</sup> Generation or higher</li> <li>• ROM: 512TB SSD, 1TB HDD</li> <li>• Processor: At least Intel i3 13100 gen or higher</li> <li>• OS: Windows 11 Home</li> <li>• Networking: WLAN 802.11ac/a/b/g/n wireless LAN and Bluetooth 5.0, Gigabit Ethernet <ul style="list-style-type: none"> <li>◦ <i>With mouse and keyboard</i></li> </ul> </li> </ul>	<b>1 unit</b>			
4.	<p><b>PRINTER</b></p> <p><b>Php18,000.00/unit</b></p> <p><b>Specifications:</b></p> <ul style="list-style-type: none"> <li>• Print Method: Micro Piezo print head</li> <li>• Printing Resolution: 5760x1440 dpi</li> <li>• Print Speed: 33ppm (draft, a4), 115 ppm (draft, colored)</li> <li>• Scanner Type: Flatbed, ADF</li> <li>• Connectivity: WiFi, USB, Ethernet, WiFi Direct</li> <li>• Max Paper Size: Legal</li> </ul>	<b>3 units</b>			

5.	<b>PAPER SHREDDER</b>  <b>Php25,000.00/unit</b>  <b>Specifications:</b> <ul style="list-style-type: none"> <li>Type: Power shredder / crosscut shredder</li> <li>Shreds 18 sheets / pass</li> </ul>	<b>2 units</b>			
6.	<b>MOBILE PEDESTRAL</b>  <b>Php3,620.00/pc</b>  <b>Specifications:</b> <ul style="list-style-type: none"> <li>Metal 3 drawer</li> <li>Color: Beige</li> <li>Dimensions: L24, H16, W22</li> </ul>	<b>1 pc</b>			
7.	<b>CONTINUOUS SCANNER</b>  <b>Php40,000.00/unit</b>  <b>Specifications:</b> <ul style="list-style-type: none"> <li>Scanning speeds of up to 40 ppm / 80 ipm</li> <li>Automatic Document Feeder (ADF) of up to 100 sheets</li> <li>Daily duty cycle of up to 6,500 sheets</li> <li>One-pass duplex scanning</li> <li>Built in Ethernet</li> <li>Paper protection function and image sensor glass dirt detection</li> <li>Simplify data sharing</li> <li>Scanner Type: A4 sheet-fed, one-pass duplex colour scanner</li> <li>Sensor Type: Contact Image Sensor (CIS) x 2</li> <li>Scanning Method: Fixed carriage and moving document</li> <li>Light Source: RGB LED x 2</li> <li>Optical Resolution*1: 600 x 600 dpi</li> <li>Output Resolution: 50-1,200 dpi (in 1 dpi increments)</li> <li>Bit Depth: <ul style="list-style-type: none"> <li>Colour: 30-bit input, 24-bit output</li> <li>Grayscale: 10-bit input, 8-bit output</li> <li>Black and White: 10-bit input, 1-bit output</li> </ul> </li> <li>Supported Paper Weight: 27 - 413 g/m2 (Less than A8 size: 127-413 g/m2)</li> <li>Daily Scan Volume: Up to 6,500 sheets / day</li> <li>Multi-feed Detection: Ultrasonic Sensor and Length Detection</li> <li>Interface: USB 2.0</li> </ul>	<b>1 unit</b>			

	<ul style="list-style-type: none"> <li>Ethernet (1000BASE-T/100BASE-TX/10BASE-T)</li> <li>Max Document Size: 215.9 x 6,096 mm</li> <li>Min. Document Size: 50.8 x 50.8 mm</li> <li>Scan to Destinations: Computer (Document Capture Pro), Network Folder/FTP, Email, Computer (WSD)</li> </ul>				
8.	<b>DIGITAL VOICE RECORDER</b>  <b>Php8,000.00/unit</b>  <b>Specifications:</b> <ul style="list-style-type: none"> <li>Battery Type: AAA x 2</li> <li>Built-in Memory: 4GB or higher</li> <li>Built-in Mic: Stereo</li> <li>Max files per folder: 199</li> <li>PC Connectivity: Yes USB</li> <li>Playback Format: MP3/WMA/AAC-LC/L-PCM</li> <li>Recording Format: MP3/L-PCM</li> <li>Input: Microphone in</li> <li>*Rechargeable</li> <li>*With headphone jack</li> </ul>	<b>1 unit</b>			
8.	<b>16GB DDR4 RAM 2666 Mhz</b>  <b>Php5,000.00/unit</b>  <b>Specifications:</b> <ul style="list-style-type: none"> <li>RAM for Desktop PC &amp; Server</li> <li>16 GB 2666Mhz DDR4</li> </ul>	<b>3 units</b>			
<b>TOTAL COST:</b>					

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

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

<b><u>FINANCIAL OFFER</u></b>	
<b>Approved Budget for the Contract</b>	<b>Your Total Offered Quotation</b>

<p style="text-align: center;"><b>Php564,020.00</b></p>	In words:
	In figures:
<p><b><u>Payment Details:</u></b></p>	<p>Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.</p>
<p><b>Banking Institution</b></p>	
<p><b>Account Number</b></p>	
<p><b>Account Name</b></p>	
<p><b>Branch</b></p>	

**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 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