



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, MATERIALS AND PRINTER FOR THE REGIONAL TRAINING OF DIVISION TRAINERS FOR THE REVISED GRADES 6, 9 & 10 CURRICULUM ON APRIL 27-30, 2026 (GRADE 6), MAY 5-8, 2026 (GRADE 9), MAY 12-16, 2026 (GRADE 10) AND MAY 19-22, 2026 (GRADES 6, 9, 10 & 11 TLE)”** through **Small Value Procurement pursuant to Section 34** of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009. Pursuant to the Office Memorandum No. **DEPED-4A-PU-OM-2025-182** dated September 25, 2025, which authorizes the Procurement Unit (PU) to undertake this project, the PU proceeded with the procurement process.

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

LOT NO.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC)
1	SUPPLIES AND MATERIALS	Php986,250.00
2	PRINTER	Php35,250.00

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 **April 6, 2026 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.

08F/ROA/MJLS



Address: Gate 2, Karangalan Village, Cainta, Rizal

Telephone No.: 02-8682-2114

Email Address: region4a@deped.gov.ph

Website: depedcalabarzon.ph



RO-ASD-F119

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Certificate No. PHP
 QMS
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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**.


JOCELYN L. MARTIN
Administrative Officer IV
Procurement Unit

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)
LOT 1: SUPPLIES AND MATERIALS					
1.	<p>NEAP TRAINING BAG</p> <p>Php150.00/pc</p>  <p>Specifications:</p> <ul style="list-style-type: none"> • Width: 16 inches • Height: 12 inches • Side Expander: 2 inches • with handle on top and zipper in front • Design: NEAP Logo with Region IV-A CALABARZON white text (<i>Lower LEFT corner</i>) and white text "We train today. We transform tomorrow." (<i>Lower RIGHT corner</i>) <ul style="list-style-type: none"> ◦ Font Style: Calibri ◦ Font Size: 22 pts • Material: Polyester Fabric • Color: Blue 	3405 pcs			
2.	<p>GEL PEN, black, 0.5</p> <p>Php15.00/pc</p>	3405 pcs			

3.	NOTEBOOK , 80-90 leaves Php45.00/pc	3405 pcs			
4.	ID LACE , with DepEd text print, Blue Php20.00/pc	3405 pcs			
5.	ID JACKET , A7, Landscape, Plastic Php20.00/pc	3405 pcs			
6.	PENTEL PEN , Permanent marker, 12 per box Php550.00/box	200 boxes			
7.	MASKING TAPE , 1 inch Php35.00/box	200 pcs			
8.	PAPER CUTTER WOOD BASE , size A4/A3/A5/B4/B5, Heavy duty Php1,500.00/pc	2 pcs			
9.	ENVELOPE , Short, White Php5.00/PC	3000 pcs			
TOTAL COST:					
LOT 2: PRINTER					
1.	<p>PRINTER</p> <p>Php11,750.00/unit</p> <p>Specification:</p> <p>Printer type: Print, Scan and Copy</p> <ul style="list-style-type: none"> • Compact Durable Ecological Design • Replaceable Maintenance Box • High yield ink bottles • Ultra-high page yield of 7,300 pages (colour) • Borderless Printing (up to 4R) • 2-year warranty or 50,000 pages, whichever comes first • *Heat-free technology <p>Printing:</p> <p>Printing Technology</p> <ul style="list-style-type: none"> ○ PrecisionCore Printhead <p>Nozzle Configuration Print Direction</p> <ul style="list-style-type: none"> ○ 400 x 1 nozzles Black, 128 x 1 nozzles per Colour (Cyan, Magenta, Yellow) <p>Print Direction</p> <ul style="list-style-type: none"> ○ Bi-directional printing <p>Maximum Resolution</p> <ul style="list-style-type: none"> ○ 4800 x 1200 dpi (with Variable- 	3 units			

<p>Sized Droplet Technology)</p> <p>Minimum Ink Droplet Volume</p> <ul style="list-style-type: none"> ○ 3.3 pl <p>Print Speed:</p> <ul style="list-style-type: none"> • Draft Text - Memo, A4 (Black^{#1} / Colour^{#2}) <ul style="list-style-type: none"> ○ Up to 33.0 ppm / 20.0 ppm • ISO 24734, A4 (Black / Colour) <ul style="list-style-type: none"> ○ Simplex: Up to 15.0 ipm / 8.0 ipm • First Page Out Time (Black / Colour) <ul style="list-style-type: none"> ○ Approx. 10 sec / 16 sec • Photo Default - 10 x 15 cm / 4 x 6^{"*2} ^{#3} (Border / Borderless) <ul style="list-style-type: none"> ○ Approx. 69 sec / 90 sec <p>Printer Language</p> <ul style="list-style-type: none"> ○ ESC/P-R <p>Automatic 2-sided printing</p> <ul style="list-style-type: none"> ○ No <p>Copying:</p> <p>Copy Speed</p> <ul style="list-style-type: none"> • ISO 29183, A4 (Black / Colour), Flatbed <ul style="list-style-type: none"> ○ Simplex: Up to 10.8 ipm / 5.5 ipm • ISO 29183, A4 (Black / Colour), ADF <p>Copy Quality</p> <ul style="list-style-type: none"> ○ Standard <p>Maximum Copies from Standalone</p> <ul style="list-style-type: none"> ○ 30 copies <p>Maximum Copy Resolution</p> <ul style="list-style-type: none"> ○ 600 x 600 dpi <p>Maximum Copy Size</p> <ul style="list-style-type: none"> ○ A4, LTR <p>Scanning:</p> <p>Scanner Type</p> <ul style="list-style-type: none"> ○ Flatbed color image scanner <p>Sensor Type</p> <ul style="list-style-type: none"> ○ CIS <p>Optical Resolution</p> <ul style="list-style-type: none"> ○ 1200 x 2400 dpi <p>Maximum Scan Area</p> <ul style="list-style-type: none"> ○ 216 x 297 mm (8.5 x 11.7") <p>Scanner Bit Depth</p> <ul style="list-style-type: none"> • Colour <ul style="list-style-type: none"> ○ 48-bit input, 24-bit output • Grayscale <ul style="list-style-type: none"> ○ 16-bit input, 8-bit output • Black & White <ul style="list-style-type: none"> ○ 16-bit input, 1-bit output <p>Scan Speed (Flatbed / ADF (Simplex))</p> <ul style="list-style-type: none"> • Monochrome 200 dpi <ul style="list-style-type: none"> ○ 11 sec 				
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<ul style="list-style-type: none"> • Colour 200 dpi <ul style="list-style-type: none"> ○ 28 sec <p>Paper Handling:</p> <p>Paper Feed Method</p> <ul style="list-style-type: none"> ○ Friction feed <p>Number of Paper Trays</p> <ul style="list-style-type: none"> ○ 1 <p>Paper Hold Capacity</p> <ul style="list-style-type: none"> • Input Capacity <ul style="list-style-type: none"> ○ Up to 100 sheets of Plain Paper (80 g/m²), 20 sheets of Premium Glossy Photo Paper • Output Capacity <ul style="list-style-type: none"> ○ Up to 30 sheets of Plain Paper (80 g/m²), Up to 20 sheets of Premium Glossy Photo Paper <p>Paper Size</p> <ul style="list-style-type: none"> ○ A4, A5, A6, B5, B6, Letter, Legal, Indian-Legal, 100 x 148 mm, 3.5 x 5", 4 x 6", 5 x 7", 5 x 8", 8 x 10", 8.5 x 13", 16:9 Wide, 16K, Envelopes #10, DL, C6 <p>Maximum Paper Size</p> <ul style="list-style-type: none"> ○ 215.9 x 1200 mm (8.5 x 47.24") <p>Supported Paper Weight</p> <ul style="list-style-type: none"> • Plain Paper <ul style="list-style-type: none"> ○ 64 - 90 g/m² • Premium Glossy Photo Paper <ul style="list-style-type: none"> ○ 102 - 300 g/m² <p>Print Margin</p> <ul style="list-style-type: none"> ○ 0 mm top, left, right, bottom via custom settings in printer driver*³ <p>Interface:</p> <p>USB</p> <ul style="list-style-type: none"> ○ USB 2.0 <p>Network</p> <ul style="list-style-type: none"> ○ Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct <p>Network Protocol</p> <ul style="list-style-type: none"> ○ TCP/IPv4, TCP/IPv6 <p>Network Printing Protocol</p> <ul style="list-style-type: none"> ○ LPD, PORT9100, WSD <p>Network Management Protocols</p> <ul style="list-style-type: none"> ○ SNMP, HTTP, DHCP, APIPA, PING, DDNS, mDNS, SLP, WSD, LLTD <p>Mobile/Software and Cloud Printing:</p> <p>Connect</p> <ul style="list-style-type: none"> ○ iPrint, Email Print, Remote Print Driver <p>Other Mobile Solutions</p> <ul style="list-style-type: none"> ○ Apple AirPrint, Mopria Print Service, Smart Panel 				
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<p>Control Panel: LCD Screen</p> <ul style="list-style-type: none"> ○ No <p>Printer Software: Operating System Compatibility</p> <ul style="list-style-type: none"> ○ Windows XP SP3 / XP Professional x64 SP2 / Vista / 7 / 8 / 8.1 / 10 / 11 Windows Server 2003 / 2008 / 2012 / 2016 / 2019 / 2022 Only printing and scanning functions are supported for Windows Server OS Mac OS X 10.9.x or later ○ Mac OS X 10.9.5 or later, macOS 11 or later ○ Chrome OS Ver. 89 or later <p>Electrical Specifications: Rated Voltage</p> <ul style="list-style-type: none"> ○ AC 220-240 V <p>Rated Frequency</p> <ul style="list-style-type: none"> ○ 50 - 60 Hz <p>Power Consumption</p> <p>Operating</p> <ul style="list-style-type: none"> ○ 12 W <p>Standby</p> <ul style="list-style-type: none"> ○ 7.1 W <p>Sleep</p> <ul style="list-style-type: none"> ○ 0.8 W <p>Power Off</p> <ul style="list-style-type: none"> ○ 0.2 <p>Noise Level: PC Printing / Premium Glossy Photo Paper Best Photo</p> <ul style="list-style-type: none"> ○ Sound Power (Black/Colour) 5.1/5.1 B(A), Sound Pressure (Black/Colour) 41/41 dB(A) <p>PC Printing / Plain Paper Default</p> <ul style="list-style-type: none"> ○ Sound Power (Black/Colour) 6.8/6.0 B(A), Sound Pressure (Black/Colour) 55/47 dB(A) <p>Consumable: Page Yield*⁵ Black (003)</p> <ul style="list-style-type: none"> ○ 4,300 pages <p>Cyan, Magenta, Yellow Ink Bottle (003)</p> <ul style="list-style-type: none"> ○ 7,200 (Composite Yield) <p>Maintenance Box</p> <ul style="list-style-type: none"> ○ Yes, C12C934461 				
TOTAL COST:				

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

<p><u>SCHEDULE OF REQUIREMENTS</u> 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> (“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
<p>Php986,250.00</p>	<p>In words:</p>
	<p>In figures:</p>
<p>Php35,250.00</p>	<p>In words:</p>
	<p>In figures:</p>
<p><u>Payment Details:</u></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>Banking Institution</p>	
<p>Account Number</p>	
<p>Account Name</p>	
<p>Branch</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