



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



Bids and Awards Committee

RFQ No. 2025-21-RFOG
Date: August 4, 2025

REQUEST FOR QUOTATION

The Department of Education, Division of Quezon, through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through SMALL VALUE PROCUREMENT** for the "PROCUREMENT OF OFFICE EQUIPMENTS FOR COS PERSONNEL – SCHOOL SITES TITLING" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184

Name of Project : PROCUREMENT OF OFFICE EQUIPMENTS FOR COS PERSONNEL – SCHOOL SITES TITLING

Approved Budget for the Contract : One Hundred Eighteen Thousand Two Hundred Twenty Five Pesos Only (P118,225.00)

Specifications : See attached Annex "B" for the Technical Specifications

Location : Talipan, Pagbilao, Quezon

Delivery Term : 30 CD upon receipt of Purchase Order

Interested suppliers are required to submit their valid and current Mayor's permit, Income/Business Tax Return (for ABCs above PhP500k), Philgeps Registration, DTI or SEC Registration, BIR Certificate of Registration and Original Notarized Omnibus Sworn Statement, and Original Special Power of Attorney of the Owner or all members of the joint venture giving full power and authority to its officer or designated person to sign the OSS and do acts to represent the Bidder, upon submission of quotation.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if there are signed or initialed by the bidder or his/her duly authorized representative/s.

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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Submission of quotation and eligibility documents is on or before 10:00 a.m. of August 8, 2025 at DepED, Division of Quezon, Talipan, Pagbilao, Quezon. Please submit your quotation in a sealed envelope addressed to:

Joepe F. Falqueza
BAC Chairman
DepEd, Division of Quezon
Talipan, Pagbilao, Quezon

You may also download the quotation form at www.depedquezon.com.ph.

For inquiries, you may contact us at tel. no. 042-784-0366 and look for Hilariona E. Coronado.

Very truly yours,

JOEPI F. FALQUEZA
BAC Chairman

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APPROVED BUDGET FOR THE CONTRACT

Project Description	Item No.	Unit	Item Description	Quantity	Unit Cost (PhP)	Total Cost (PhP)
PROCUREMENT OF OFFICE EQUIPMENTS FOR COS PERSONNEL – SCHOOL SITES TITLING		SET	LAPTOP	1	49,000.00	49,000.00
		UNIT	SCANNER	1	30,000.00	30,000.00
		PCS	FLASH DRIVE	5	800.00	4,000.00
		SET	LATERAL FILING CABINET - LAYERS	1	14,000.00	14,000.00
		PCS	COMPUTER MOUSE	3	600.00	1,800.00
		PCS	HARD DRIVE	2	2,000.00	4,000.00
		SET	CAMERA	1	15,425.00	15,425.00
			TOTAL	118,225.00		

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Annex "C"

PRICE QUOTATION FORM

Date

The Bids and Awards Committee
DepED, Division of Quezon
Talipan, Pagbilao, Quezon

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s, as follows:

Project Description	Item No.	Unit	Item Description	Quantity	Unit Cost (PhP)	Total Cost (PhP)
PROCUREMENT OF OFFICE EQUIPMENTS FOR COS PERSONNEL – SCHOOL SITES TITLING		SET	LAPTOP	1		
		UNIT	SCANNER	1		
		PCS	FLASH DRIVE	5		
		SET	LATERAL FILING CABINET - LAYERS	1		
		PCS	COMPUTER MOUSE	3		
		PCS	HARD DRIVE	2		
		SET	CAMERA	1		
			TOTAL			

TOTAL AMOUNT IN WORDS

Signature Over Printed Name of Bidder

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Annex "D "

Technical Specifications

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification".

Project Description	Item No.	Unit	Item Description	Statement of Compliance
PROCUREMENT OF OFFICE EQUIPMENTS FOR COS PERSONNEL – SCHOOL SITES TITLING		SET	LAPTOP: LIGHTWEIGHT PROCESSOR: 2.0 GHZ BASED SPEED WITH TURBO SPEED: UP TO 4.5 GHZ MAX BOOST CLOCK, 16MB L3 CACHE, 8 CORES, 16 THREADS MEMORY: 2 X 8GB DDR4 OR 1 X 16GB DDR4 3200MHZ MONITOR: SCREEN SIZE MIN OF 15.6" : RESOLUTION MIN 1920X 1080 (FULL HD), 1080P AUDIO: 6/1 W SPEAKER X 2 BUILT IN SPEAKERS: 3.5MM STANDARD HEADPHONE JACK CAMERA: BUILT IN: CONNECTIVITY: WIRELESS LAN 802.11 B/G/N/AC, BLUETOOTH PORTS: 1 X USB 3.0 OR 3.1 – TYPE C; 1 X COMBO AUDIO JACK: 1 X HDMI/MICRO HEADSET: OVER THE HEAD, 3.5MM AUDIO JACK CONNECTION POWER ADAPTER: TYPE C AR STANDARD AC/DC ADAPTER	

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			<p>HDD PARTITION: DRIVE C (SYSTEM) AND DRIVE D (DATA)</p> <p>LAPTOP IN NUMERIC KEYPAD DESIGN FOR CALCULATION</p> <p>TRUSTED PLATFORM MODULE (ISO/IEC 11889) INTEGRATED TO A CHIP ON THE COMPUTER WITH 1 YEAR WARRANTY</p>	
		UNIT	<p>SCANNER : CONTINUOUS DOCUMENT SCANNER</p> <ul style="list-style-type: none"> • SCANNER TYPE: SHEET-FED, ONE-PASS DUPLEX COLOR SCANNER • PHOTOELECTRIC DEVICE: COLOR CONTACT IMAGE SENSOR 9CIS) • OPTICAL RESOLUTION: 300DPI; COLOR BIT DEPTH: 30-BIT-INPUT • GRAYSCALE BIT DEPTH: 24-BIT-OUTPUT; LIGHT SOURCE: 3-COLOR RGB LED • SCANNING SPEED: 35 PPM/70 IPM: 300 DPI BLACK & WHITE, COLOR, GRAY • CAPACITY: 50 SHEETS; DOCUMENT SIZE: PAPER SIZE MIN. 2"X2', 8.5"X 240 • DAILY DUTY CYCLE: 4000 G/M2; CONSUMABLES: ROLLER ASSEMBLY KIT: 200,000 CYCLES 	
		PCS	<p>FLASH DRIVE</p> <p>CAPACITY: 64GB</p> <p>INTERFACE: USB 3.0</p> <p>DIMENSIONS 2.34" X 0.86" X0.33</p>	
		SET	<p>LATERAL FILING CABINET – LAYERS</p> <p>COLOR: GRAY</p>	

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		4 DRAWERS, STEEL, HEAVY DUTY WITH LOCK	
	PCS	COMPUTER MOUSE, WIRELESS	
	PCS	HARD DRIVE <ul style="list-style-type: none">• 1TB CAPACITY, DIMENSION: 1/2TB: 132.7X88.9X16.2MM/5.2X3.5X0.6INCH• WEIGHT: 1/2TB: 189.8G / 6.69OZ• INTERFACE: USB 3.2 GEN 1 (USB 5GBPS) (BACKWARD COMPATIBLE WITH USB 2.0)• TEXTURE: PLASTIC/RUBBER : OPERATING TEMPEARTURE: 50C (41F) - 50C (122F)• OPERATING VOLTAGE: USB DC5V• SYSTEM REQUIREMENTS: WINDOWS 7/8/8.1/10/11, MAC OS X 10.6 OR LATER• ACCESSORIES: USB 3.2 GEN 1 CABLE; QUICK START GUIDE WITH SILICONE CASING	
	SET	CAMERA COMPACT CAMERA WITH 5X OPTICAL ZOOM SENSOR TYPE: 7.76MM TYPE (1/2.3 IN) SUPER HAD CCD PIXELS: 20.1 MP	

I hereby certify to comply with all the above technical specifications.

Name of Bidder

Signature Over Printed Name of Representative

Date

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CHECKLIST OF ELIGIBILITY AND TECHNICAL DOCUMENTS FOR SUBMISSION

Class "A" Documents

1. Legal Documents

- Philgeps Registration
- Mayor's/Business Permit
- DTI or SEC Registration
- BIR Certificate of Registration (line of business shall be relevant to the kind of goods or services to be supplied)
- Income/Business Tax Return (for ABCs above 500k)

2. Technical Documents

- Notarized Omnibus Sworn Statement
- Authority of the Signatory
- Statement of Compliance to Technical Specifications

Class "B" Documents

- JVA or the Duly Notarized Statement in accordance with Section 23.1(b) of the 2016 Revised IRR, if applicable

Notes:

- 1. All documents must be prepared in two (2) sets of copies, one (1) original copy and one (1) photocopy*
- 2. The proposal shall be accompanied by the aforementioned documents, otherwise, non-submission of which shall result to disqualification of proposal.*
- 3. Documents must be fastened to avoid missing of pages and must be have ear tags for easy identification*

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