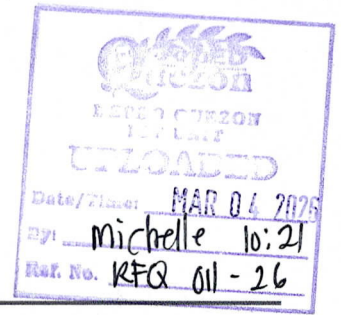




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



**Bids and Awards Committee**

RFQ No. 2026-08R-RFOS  
Date: MARCH 4, 2026

**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 SERVICES ON REPAIR AND REPLACEMENT OF PARTS OF ICT EQUIPMENT IN SDO QUEZON OFFICES (60 UNITS)-Repost**” in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184

- Name of Project** : **PROCUREMENT OF SERVICES ON REPAIR AND REPLACEMENT OF PARTS OF ICT EQUIPMENT IN SDO QUEZON OFFICES (60 UNITS)-Repost**
- Approved Budget for the Contract** : Two Hundred Twenty Four Thousand Nine Hundred Pesos Only (Php 224,900.00)
- Specifications** : See attached Annex “D” for the Technical Specifications
- Location** : Talipan, Pagbilao, Quezon
- Delivery Term** : One (1) year 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.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Contact No.s: (042) 784-0366 | (042) 784-0164 |  
(042) 784-0391 | (042) 784-0321  
E-mail Address: quezon@deped.gov.ph  
Website: <https://quezon.deped.gov.ph>



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Submission of quotation and eligibility documents is on or before MARCH 9, 2026, 10 am at DepED, Division of Quezon, Talipan, Pagbilao, Quezon. Please submit your quotation in a sealed envelope addressed to:

LORENA S. WALANGSUMBAT  
BAC Chairman  
DepEd, Division of Quezon  
Talipan, Pagbilao, Quezon

You may also download the quotation form at [www.quezon.deped.gov.ph](http://www.quezon.deped.gov.ph).

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

Very truly yours,

LORENA S. WALANGSUMBAT  
BAC Chairman



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**APPROVED BUDGET FOR THE CONTRACT**

Project Description	Item No.	Item Description	Unit	Quantity	Unit Cost (PhP)	Total Cost (PhP)
PROCUREMENT OF SERVICES ON REPAIR AND REPLACEMENT OF PARTS OF ICT EQUIPMENT IN SDO QUEZON OFFICES (60 UNITS)		SERVICES ON REPAIR AND REPLACEMENT OF PARTS OF ICT EQUIPMENT IN SDO QUEZON OFFICES (60 UNITS)	LOT	1	224,900.00	224,900.00
<b>GRAND TOTAL</b>						<b>224,900.00</b>

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NO.	SECTION	BRAND/MODEL	UNIT	SERIAL NO.	UNIT PROBLEM	ACTION/ FINDINGS	STATUS	DATE ACQUIRE	DATE RELEASE	DATE RETURNED	Estimated Cost for Repair
1	SGOD - MICHELLE DURIA	BFOTHER	PRINTER	E6072612H-821231	Refilled With wrong ink, Black problem	For Toolbox	Not working				5000
2	EFS - Engr. Gian Parilla	BFOTHER	PRINTER	E6072612H-821212	Yellow Ink Problem, Sensor Problem	For Toolbox	Not working				5000
3	SDS	EPSONL3110	PRINTER	X8HVT22284	Print Head Sensor	For Toolbox	Not working				5000
4	ADMIN - Shela Mendoza	EPSONL380	PRINTER	V6FZ260517	Print Head Sensor	For Toolbox	Not working				3500
5	LEGAL - Kim Caric	EPSONL3110	PRINTER	X5DY389993	Print Head Sensor, Ink Leakage	For Toolbox	Not working				3000
6	CID - Ercel Abrigo	EPSONL5290	PRINTER	X8H4074447	Print Head Sensor	For Toolbox	Not working				3500
7	SGOD	DCPT420W	PRINTER	E6071831B528246	Print Head Sensor, Ink Leakage	For Toolbox	Not working				3000
8	ICT	EPSONL3110	PRINTER	X5DY384361	Print Head Sensor	For Toolbox	Not working				3000
9	ADMIN - Peol John B. Abatnia	N/A	DESKTOP	D7SFSFD0289605633000	Needs to be Upgrade	For Toolbox	Sluggish				5500
10	ADMIN - Peol John B. Abatnia	EPSON	PRINTER	N/A	Ink Leakage	For Toolbox	Working				2'
11	SGOD - Arvin P. Repluso	HP	Laptop	56G82A71G	HDD SSD	For Toolbox	Sluggish	11/28/2019			5500
12	CID - Asuncion C. Ilap	HP	Laptop	5C3B6285TIN	Outdated Laptop	For Toolbox	Working	2016			5500
13	CID - Fernando T. Saio	MSI	Laptop	PF2FWEXQ	Defective Touchpad	For Toolbox	Outdated	10/11/2021			5500
14	LIBHUB - Jes Ann C. Bonines	N/A	DESKTOP	N/A	HDD SSD	For Toolbox	Sluggish	2015			5500
15	LIBHUB - Claissa Casala	N/A	DESKTOP	N/A	HDD SSD	For Toolbox	Working	7/22/2019			5500
16	LIBHUB - Rojemmelie A. Rivera	HP	Laptop	N/A	Battery	For Toolbox	Working	10/14/2021			4000
17	LIBHUB - Rojemmelie A. Rivera	N/A	DESKTOP	N/A	HDD SSD, Reformat	For Toolbox	Sluggish	2017			5500
18	PLANNING - Lea M. Abajo	N/A	DESKTOP	N/A	HDD SSD	For Toolbox	Sluggish	N/A			5500
19	PLANNING - Alma M. Quiambao	N/A	DESKTOP	N/A	HDD SSD, Reformat, RAM	For Toolbox	Sluggish	N/A			6500
20	PLANNING - Hermie Rose Puro	N/A	DESKTOP	N/A	HDD SSD, RAM	For Toolbox	Sluggish	N/A			6000
21	RECORDS - Ivy Maghiong	N/A	DESKTOP	N/A	HDD SSD	For Toolbox	Sluggish	N/A			5500
22	ICT - May Pomeroy	EPSONL120	PRINTER	TPK33729	Defective Roller	For Toolbox	Paper Jamming	01/27/2026			2000
23	ACCOUNTING - Janet Pangamban	N/A	DESKTOP	N/A	RAM	For Toolbox	Sluggish	01/27/2026			40'
24	ASDS - Marissa L. Maragay	N/A	DESKTOP	N/A	Outdated Desktop	For Toolbox	Sluggish, Lagging	8/16/2019			5500
25	ADMIN - Madonne Evangelista	N/A	DESKTOP	SGH530Q21T	Outdated Desktop	For Toolbox	Sluggish, Lagging	8/16/2019			5500
26	ADMIN	N/A	DESKTOP	SGH630Q228	HDD SSD, Reformat, RAM	For Toolbox	Sluggish	01/07/23			7500
27	ADMIN - Nel Vendolia	DCPT710W	PRINTER	E78669_0H837420	Scanner Lines	For Toolbox	Working	5/23/2023			5000
28	ADMIN	EPSONL360	PRINTER	D7PFC0000YB	HDD SSD, Reformat, RAM	For Toolbox	Sluggish	07/05/19			7500
29	ADMIN	EPSONL360	PRINTER	VGF0088903	Print Head Sensor	For Toolbox	Working	01/07/23			3000
30	SGOD - Rommel	EPSONL121	PRINTER	X4LVE37601	Ink Leakage	For Toolbox	Working	N/A			2000
31	BUDGEET	EPSONL360	PRINTER	VGF2364985	Ink Leakage	For Toolbox	Not working	5/15/2018			2000
32	LEGAL	EPSONL3110	PRINTER	X5DY389970	Ink Leakage	For Toolbox	Not working	N/A			2000
33	LEGAL - Jason Lusiada	N/A	DESKTOP	N/A	HDD SSD	For Toolbox	Sluggish	N/A			5500
34	PERSONEL - John Mark Obicaria	EPSONL3110	PRINTER	X5DY382334	Defective Roller	For Toolbox	Paper Jamming	1/7/2023			2000

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35	CASH Connie T. Abanencia	N/A	DESKTOP	ETLBNDCI089437	Outdated Desktop	For Toolbox	Sluggish, Lagging	N/A	5500
36	SDS Healtia ve Ilustrate	N/A	DESKTOP	N/A	RAM	For Toolbox	Working, Upgrade	N/A	4000
37	PERSONEL Gamma R. Radcan	DCPT72IDW	PRINTER	N/A	Defective Roller	For Toolbox	Paper Jamming	N/A	2000
38	PERSONEL Caren Silito	DCPT71IW	PRINTER	N/A	Defective Roller	For Toolbox	Paper Jamming	N/A	2000
39	PERSONEL Pamela B. Fontanum	EPSCM15290	PRINTER	XBHS008684	Defective Roller	For Toolbox	Paper Jamming	N/A	2000
40	PERSONEL Armella J. Alenaria	EPSON	SCANNER	N/A	Scanner Lines	For Toolbox	Paper Jamming	N/A	5000
41	ACCTING PSILMS ALFRED L. ABARRA	N/A	DESKTOP	N/A	HDD-SSD, RAM	For Toolbox	Sluggish	8/22/13	6500
42	ACCTING SHEENA MAE H. ANONUEVO	N/A	DESKTOP	N/A	HDD-SSD, RAM	For Toolbox	Sluggish	8/22/13	6500
43	ACCTING RONETH R. PIONILLA	HP	Laptop	5CG6285VCY	HDD-SSD, RAM	For Toolbox	Sluggish, Lagging	N/A	6500
44	ACCTING RAMONDE E. PENABERDE	N/A	DESKTOP	SGH63QZ1M	HDD-SSD, RAM	For Toolbox	Sluggish	N/A	6500
45	ACCTING CRISTIAN LUI SOLOMON	N/A	DESKTOP	SGH63QZ16	HDD-SSD, RAM	For Toolbox	Sluggish	N/A	6500
46	ACCTING JANI PAULINE	N/A	DESKTOP	SGHG30Q21F	HDD-SSD, RAM	For Toolbox	Sluggish, Lagging	10/14/2016	6500
47	ACCTING LEOPOLDO ENRIQUETZ	N/A	DESKTOP	SGHG30Z2C	HDD-SSD, RAM	For Toolbox	Sluggish	N/A	6500
48	ACCTING DENNIS ISGUNDE	DELL	Laptop	2F45P63	HDD-SSD	For Toolbox	Lagging	1/25/2022	5500
49	ACCTING RUTH ALCANCIA	MSI	Laptop	K2201M0176782	Keyboard, Display	For Toolbox	Array key malfunction	2022	6500
50	CID-ADELINA A. BUENAFE	N/A	Laptop	N/A	Keyboard	For Toolbox	Defective Keyboard	N/A	2500
51	CID-ARLENE P. CORONADO	N/A	Laptop	N/A	Keyboard	For Toolbox	Defective Keyboard	N/A	2500
52	CID-BURHA D. JARO	N/A	Laptop	N/A	Charger	For Toolbox	Defective Charger	N/A	2000
53	CID-MARICRISM. GROBADOR	N/A	Laptop	N/A	Keyboard	For Toolbox	Defective Keyboard	N/A	2500
58	CID-FRANK FREDERICK R. LAHORA	N/A	Laptop	N/A	Keyboard	For Toolbox	Defective Keyboard	N/A	2500
59	CID-MARIA CHERYL J. MAINONGSONG	N/A	Laptop	N/A	Charger	For Toolbox	Defective Charger	N/A	2000
60	SDOG RAUL AGARAN	EPSON-L3210	PRINTER	XAGM172867	Defective Roller	For Toolbox	Paper Jamming	N/A	2000
<b>TOTAL</b>									<b>244500</b>
<b>BUDGET</b>									<b>224,900</b>

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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.	Item Description	Unit	Quantity	Unit Cost (PhP)	Total Cost (PhP)
PROCUREMENT OF SERVICES ON REPAIR AND REPLACEMENT OF PARTS OF ICT EQUIPMENT IN SDO QUEZON OFFICES (60 UNITS)		SERVICES ON REPAIR AND REPLACEMENT OF PARTS OF ICT EQUIPMENT IN SDO QUEZON OFFICES (60 UNITS)	LOT	1		
<b>GRAND TOTAL</b>						

TOTAL AMOUNT IN WORDS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 Signature Over Printed Name of Bidder

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**TERMS OF REFERENCE**

<b>Project Title</b>	:	<b>CONDUCT OF SDO QUEZON COMPUTER MAINTENANCE</b>
<b>Budgetary Requirements</b>	:	Php 224,900.00
<b>Mode of Procurement</b>	:	Small Value Procurement (SVP)
<b>Procuring Entity</b>	:	DepEd Schools Division of Quezon Province
<b>Location:</b>		Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
<b>Item/s</b>	:	Lot 1: Services on Repair and Replacement of Computer Parts in SDO Quezon

**I. RATIONALE**

The conducting of SDO Quezon Computer Maintenance is to ensure that all ICT Equipment in the Division are well-maintained and fully functional so that it will provide better services of our SDO employees to the clientele.

**II. OBJECTIVES**

The Computer Services aims to:

- a. Repair serious problem of computer endorsed by the ICT Section through Preventive Maintenance Recommendation and Evaluation (PMRC);
- b. Replace defective computer parts and provide warranty;
- c. Install necessary system requirements upon replacement of the defective computer parts to completely perform its operation.

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**III. BUDGETARY REQUIREMENTS**

	DCP	QTY	UNIT	UNIT COST	TOTAL COST
1	Conduct of SDO Quezon Computer Maintenance	1	lot	224,900.00	224,900.00

**For Lot 1:**

	<u>STATEMENT OF COMPLIANCE</u>
a) The prospective bidder must present their detailed process flow of rendering repair and replacement through flow chart  b) The prospective bidder must have the Certification of Authorized Service Partner  c) Proposed Work Plan and Detailed Implementation Schedule for the Project covering the whole period to ensure the reliability, security, and efficiency of the required services that the prospective bidder shall perform. The timeframe should be specified for each activity to be done and shall include Gantt Chart Summary.  d) The prospective bidder must issue 30 days warranty upon repair of the unit and 90 days on warranty on parts  e) The prospective bidder service	

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personnel must present Certification of Service Engineer	
f) This project can proceed upon approval of the Notice to Proceed up to November 2026.	

Other terms and conditions to be complied by the bidder:

1. Winning bidder in close coordination with the IT Officer will discuss the technical concerns on how the computer unit will undergo repair and costing of defective computer parts.
2. The completion schedule provided shall be considered extended under the following:
  - Delays caused by force majeure events;
  - Delays caused by special cases and events beyond control, subject for evaluation and approval by DEPED QUEZON.
3. In all cases, the period or number of days of extension shall be agreed upon with the DEPED QUEZON in writing.
4. Claims for time extension of the contract period due to force majeure shall be subject to approval by DEPED QUEZON.
5. Force majeure includes events such as Earthquake, Flood, Typhoon, Cyclone, Revolution, War and other cataclysmic phenomena of nature and misfortune which are beyond human prudence and foresight.

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**IV. DUTIES AND RESPONSIBILITIES OF DEPED QUEZON**

- A. Provide endorsement of Preventive Maintenance Recommendation and Evaluation Form PMREF from ICT Section to guide the prospective bidder on existing diagnostic on the unit/s.
  
- B. Pay the Prospective bidder in accordance with the end of the project completion.

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

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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 Registration Certificate or SEC Registration Certificate
- 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
- Special Power of Attorney for Single Proprietorship or Secretary’s Certificate for Corporation, if applicable
- 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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