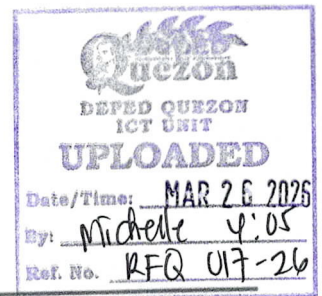




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



**Bids and Awards Committee**

RFQ No. 2026-15-RFOS  
 Date: March 26, 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 Website Hosting Services for SDO Quezon" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184

- Name of Project** : Procurement of Website Hosting Services for SDO Quezon
- Approved Budget for the Contract** : One Hundred Thirty Thousand Pesos & 00/100 (PhP 130,000.00)
- Specifications** : See attached Annex "B" for the Technical Specifications
- Location** : Talipan, Pagbilao, Quezon
- Delivery Term** : 15 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.

Submission of quotation and eligibility documents is on or before 10:00 a.m. of March 30, 2026 at DepED, Division of Quezon, Talipan, Pagbilao, Quezon. Please submit your quotation in a sealed envelope addressed to:

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

You may also download the quotation form at [www.depedquezon.com.ph](http://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,

  
LORENA S. WALANGSUMBAT  
BAC Chairman *ls*

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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 Website Hosting Services for SDO Quezon	1.	<a href="https://quezon.deped.gov.ph">https://quezon.deped.gov.ph</a>	lot	1	130,000.00	130,000.00
	2.	<a href="https://depedquezonua.ms.com.ph">https://depedquezonua.ms.com.ph</a> emerging the ff:				
	3.	Automated Records Inventory System (ARIS)				
	4.	Quezon Online Supply inventory System (QOSIS)				
	5.	Automated Ranking Management System (ARMS)				
	6.	Automated Records Request System (ARRS)				
	7.	PRIME HR				
			<b>VPS/CLOUD HOSTING SERVER INCLUSION:</b> 300 Website, 400GB SSD Storage, 32GB RAM, 8 CPU Core, Free Email, Unlimited Free SSL, Unlimited Visits Monthly, Website Builder, optimized for WordPress, WordPress Staging Tool, 300 Sub-domains, Unlimited FTP Accounts, Object Cache for WordPress, Daily Backups			
<b>GRAND TOTAL</b>						<b>130,000.00</b>

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 (042) 784-0391 | (042) 784-0321  
 E-mail Address: quezon@deped.gov.ph  
 Website: <https://quezon.deped.gov.ph>



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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 Website Hosting Services for SDO Quezon		1. <a href="https://quezon.deped.gov.ph">https://quezon.deped.gov.ph</a> 2. <a href="https://depedquezonua.ms.com.ph">https://depedquezonua.ms.com.ph</a> emerging the ff: 3. Automated Records Inventory System (ARIS) 4. Quezon Online Supply inventory System (QOSIS) 5. Automated Ranking Management System (ARMS) 6. Automated Records Request System (ARRS) 7. PRIME HR  <b>VPS/CLOUD HOSTING SERVER INCLUSION:</b> 300 Website, 400GB SSD Storage, 32GB RAM, 8 CPU Core, Free Email, Unlimited Free SSL, Unlimited Visits Monthly, Website Builder, optimized for WordPress, WordPress Staging Tool, 300 Sub-domains,	lot	1		

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Unlimited FTP Accounts, Object Cache for WordPress, Daily Backups			
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**GRAND TOTAL**

TOTAL AMOUNT IN WORDS

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

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**TERMS OF REFERENCE**

	<b>STATEMENT OF COMPLIANCE</b>
<p><b>I. SCOPE OF SERVICES</b></p> <p>The Service Provider shall provide services such as, but not limited to the following:</p> <ol style="list-style-type: none"> <li>1. Terms of service (TOS) such as:           <ol style="list-style-type: none"> <li>a. Terms and Conditions</li> <li>b. Order form or Billing form</li> <li>c. Payment receipt</li> <li>d. Provision of loner customer service support</li> <li>e. Updates on the integration of the official website and unified account management systems using Laravel/Codelgniter or Core PHP.</li> <li>f. Installation of server OS and Database configuration</li> </ol> </li> <li>2. Conduct regular update of website platform, security check and coding error as part of the system maintenance</li> </ol> <p><b>II. PROJECT DURATION / PERIOD OF ENGAGEMENT</b></p> <p>This project shall take effect upon its NTP. The annual renewal of the websites shall be completed on <b>March 31, 2026</b> and the effectivity/ implementation of the project shall be <b>on April 1, 2026 to March 31, 2027.</b></p> <p><b>III. PROJECT COST</b></p> <p>The Approved Total Budget of the Contract (ABC) is <b>Php 130,000.00 WORTH OF PROJECT</b> which shall be used for Annual Renewal of Websites:</p> <ol style="list-style-type: none"> <li>1. <a href="https://quezon.deped.gov.ph">https://quezon.deped.gov.ph</a></li> <li>2. <a href="https://depedquezonuams.com.ph">https://depedquezonuams.com.ph</a> emerging the following:</li> </ol>	

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 (042) 784-0391 | (042) 784-0321  
 E-mail Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
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3. **Automated Records Inventory System (ARIS)**
4. **Quezon Supply Inventory System (QSIG)**
5. **Automated Ranking Management System (ARMS)**
6. **Automated Records Request System (ARRS)**
7. **PRIME HR**

*(VPS/Cloud Hosting Server Inclusion: 300 Website, 400GB SSD Storage, 32GB RAM, 8 CPU Core, Free Email, Unlimited Free SSL, Unlimited Visits Monthly, Website Builder, optimized for WordPress, Wordpress Staging Tool, 300 Subdomains, Unlimited FTP Accounts, Object Cache for WordPress, Daily Backups)*

**IV. MODE OF PROCUREMENT**

**Small Value Procurement (SVP)**

**V. SUBMISSION OF REPORT / OUTPUTS / DELIVERABLES AND PAYMENT SCHEDULE**

Billing for the remuneration / service fees shall be in accordance with the following:

<b>Reports / Outputs / Deliverables</b>	<b>Timeline</b>
Submission of Billing and other technical documents	Upon signing of the NTP

**VI. QUALIFICATIONS OF THE SERVICE PROVIDER**

The service provider shall provide technical team for this Project:

**1. Hypertext Preprocessor (PHP) developers**

The PHP Developers is the team leader and responsible for the web applications experience in scripting languages.

**2. Database Administrator**

The database administrator is expert in MySQL database management and configuration.

The above-mentioned Team members shall

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have the following qualifications:

a. Must have a minimum of one (1) year work experience in software application development, database management and or on the field of their expertise as indicated with the identifies specialist.

b. Must have a bachelor's degree in computer science and or other related engineering, technical and Information and Communications Technology (ICT) Fields

**3. Support**

a. **Security** – the provider must secure and obfuscated the source codes and encrypt the database data and scan for any vulnerability, if there's a vulnerability in the system, the provider must do a hardening to the source code and server configuration.

b. **Website Design** – the provider must add/update the requested layout/design of the system upon the request of the end users.

c. **Website Functionality** – the provider must development an additional function of the system upon the request of the end users

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
- Notarized 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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