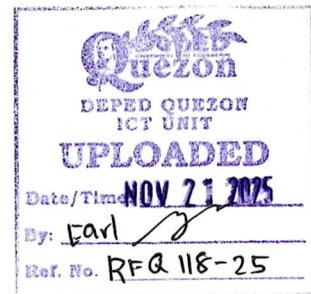




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



**Bids and Awards Committee**

**INVITATION TO BID**

PROJECT NO.: 2025-10-GOODS

**SUPPLY AND DELIVERY OF PRINTERS AND PERIPHERALS FOR THE PAYROLL SERVICES OF SDO-QUEZON**

1. The DepED - Division of Quezon, through the Funding Source, Government of the Philippines (GOP) intends to apply the sum of **ONE MILLION THREE HUNDRED THOUSAND PESOS & 00/100 (P1,300,000.00)** being the Approved Budget for the Contract (ABC) to eligible payments under the contract for the **SUPPLY AND DELIVERY OF PRINTERS AND PERIPHERALS FOR THE PAYROLL SERVICES OF SDO-QUEZON**. Bids received that exceed the ABC shall be rejected at bid opening

PROJECT DESCRIPTION/ INTENDED COMPLETION DATE	LOT NO.	ITEM DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (PhP)	AMOUNT OF BIDDING DOCUMENTS
SUPPLY AND DELIVERY OF PRINTERS AND PERIPHERALS FOR THE PAYROLL SERVICES OF SDO-QUEZON /7CD	1	SUPPLY AND DELIVERY OF PRINTERS AND PERIPHERALS FOR THE PAYROLL SERVICES OF SDO-QUEZON	1,300,000.00	5,000.00
		GRAND TOTAL	1,300,000.00	5,000.00

2. The DepED-Division of Quezon of Region IV-A, through its Bids and Awards Committee (BAC), now invites bids for the above-mentioned works. Prospective bidders must have an experience of having completed at least one (1) contract that is similar to the contract to be bid, and whose value, adjusted to current prices using the Philippine Statistics Authority (PS) consumer price indices, must be at least fifty percent (50%) of the ABC of the lot to be bid. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II, Instruction to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".  
 Bidding is restricted to Filipino citizens/sole proprietor ships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of

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the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

- Interested bidders may obtain further information from DepED – Division of Quezon and inspect the Bidding Documents at the address given below. A complete set of Bidding Documents may be purchased by interested Bidders and upon payment of a non-refundable fee for the Bidding Documents in the amount stated above. Only bidders who purchased the Bidding Documents will be allowed to submit bids (ITB 6.8).  
 Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS), [www.philgeps.gov.ph](http://www.philgeps.gov.ph), provided that bidders shall pay the fee for the Bidding Documents not later than the submission of their bids.
- The Department of Education-Division of Quezon will hold a Pre-Bid Conference as shown on the calendar of activities below, which shall be open to prospective bidders.

Activity	Date & Time	Venue
Issuance of Bidding Documents	November 24-28, December 1-5, 8-12, 2025 (8:00 am – 5:00 pm) December 15, 2025 (8:00 am-12:00 nn)	DepED-Division of Quezon, Talipan, Pagbilao, Quezon
Pre-Bid Conference	DECEMBER 1, 2025 (1:30 pm)	DepED-Division of Quezon, Talipan, Pagbilao, Quezon and via google meet
Final Submission and Opening of Bids	DECEMBER 15, 2025 (1:30 pm)	DepED-Division of Quezon, Talipan, Pagbilao, Quezon

- Bids must be delivered to the address and on the date and time stated herein. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18. A valid Bid Securing Declaration must accompany the bid(s) in lieu of the bid security.

Bids will be opened in the presence of the bidders’ representatives who choose to attend the opening of bids at the address stated herein. Late bids shall not be accepted.

A product sample or a clear photo with readable specifications shall be presented during post-qualification and shall be of known brand and of good quality otherwise, non-compliance may result to disqualification.

Only one (1) representative per bidder will be allowed entry into the venue / conference room.

**For the purpose of constituting a quorum**, both physical and virtual presence of the BAC members shall be considered pursuant to GPPB Resolution No. 09-2020.

- The DepEd – Division of Quezon of Region IV-A reserves the right to accept or reject any and all bids, declare a failure of bidding, not award the contract(s) at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, or

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annul the bidding process without thereby incurring any liability to the affected bidder or bidders.

8. For further information, please refer to:

**Lorena S. Walangsumbat**  
**BAC Chairman**  
**DepEd – Division of Quezon**  
**Talipan, Pagbilao, Quezon**  
**Contact No. 042-784-0366**

9. You may visit the following websites:

For downloading of Bidding Documents:

- PhilGEPS: <https://notices.philgeps.gov.ph/>
- DepEd-Quezon website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)

**LORENA S. WALANGSUMBAT**  
Asst. Schools Division Superintendent  
BAC Chairperson



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**APPROVED BUDGET FOR THE CONTRACT/ TERMS OF REFERENCE**

<b>Project Title</b>	:	<b>SUPPLY AND DELIVERY OF PRINTERS AND PERIPHERALS FOR THE PAYROLL SERVICES OF SDO-QUEZON</b>
<b>Budgetary Requirements</b>	:	Php 1,300,000.00 (SARO RO-4A-25-3426)
<b>Mode of Procurement</b>	:	Public Bidding
<b>Procuring Entity</b>	:	Schools Division Office Quezon Province
<b>Location:</b>		SDO Quezon Province
<b>Item/s</b>	:	Heavy-Duty Payroll Printers and Cartridge Ink

**I. RATIONALE**

In compliance with the Regional Memorandum No. 102, s. 2025 dated February 11, 2025 titled “Capacity Building On The Deconcentration Of Payroll Preparation To The Schools Division Offices (SDOs)”, effective April 2025, the Personnel-Payroll Section of the Schools Division of Quezon will assume full responsibility for the preparation and printing of payroll documents. To ensure the timely and accurate release of payroll and payslips, there is a need to procure high-volume and reliable printers capable of supporting continuous and large-scale printing requirements. The acquisition of these printers is essential to sustain efficient payroll operations, maintain data integrity, and fully implement the deconcentration of payroll functions as mandated by the Administrative Services Division-Personnel/Payroll Section of DepEd Region IV-A CALABARZON.

**II. OBJECTIVES**

The objectives of the project are the following:

1. To provide the Personnel-Payroll Section with high-volume, reliable printers that can support the continuous and large-scale printing of payslips and payroll documents.

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2. To ensure the timely, accurate, and uninterrupted release of payslip and other payroll outputs.
3. To maintain data integrity and support compliance with DepEd, accounting, and auditing standards through quality and accurate printed payroll records.

**III. BUDGETARY REQUIREMENTS**

ICT PROJECTS		QTY	UNIT	UNIT COST	TOTAL COST
1	Procurement of Heavy-Duty Printers for Payroll Unit in SDO Quezon Province	2	Units	Php 550,000.00	Php 1,100,000.00
2	Cartridge Ink for Heavy Duty Printers for Payroll Unit in SDO Quezon Province	36	Pcs.	Php 200,000.00	Php 200,000.00
<b>GRAND TOTAL</b>					Php 1,300,000.00

**IV. BILL OF MATERIALS & COSTING**

ITEM	DESCRIPTION	QTY	UNIT	Unit Cost	Total Cost
1	<p><b>Heavy Duty Line Matrix Printer – 1,000 lines per minute print speed</b></p> <p><i>Technology : High Speed and Heavy Duty Line Matrix</i></p> <p><i>Form Factor: Cabinet Type</i></p> <p><i>Graphics Resolution: 240 dpi (Horizontal), 288 dpi (Vertical) max.</i></p> <p><i>Characters per Inch: 5,6,6,7,7,5,8,3,8,6,10,12,13,3,15, 16.7, 17.1, 20 (CPI)</i></p> <p><i>Lines per Inch: 1.5, 2, 3,4,5,6,8,9,19, 12</i></p> <p><i>Dot size: 16.7 mil (.42mm)</i></p>	2	Pcs	550,000.00	Php 1,100,000.00

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<p><i>Emulation Drivers (standard) – Tally ANSI, Genicom ANSI, P5000/P600/P6000, Epson FX-1180, IBM Proprinter, MTPL (Tally Dot Matrix) PGL (TG Version), QMS Code V, Tally Industrial Graphics, PCL-3, HP-2564C, DEC LG01</i></p> <p><i>Character Styles: Bold, Italic, superscript, subscript, underline, overline, strike-through</i></p> <p><i>Fonts: Draft, Data processing, courier, gothic, OCR A &amp; B</i></p> <p><i>Barcodes: Code 39/128, Interleave 2 of 5, UPC-A, UPC-E, EAN 8/13/128, Codabar, MSI, PDF-417, Postnet, Intelligent Mail Barcode</i></p> <p><i>Printer Software: PrintNet Suite of Tools – remote management software suite (included with the Ethernet option)</i></p> <p><i>Printer Driver: Windows 7/8/Vista/XP/2000/Server 2003/2008/2008r2, SAP</i></p> <p><i>Paper Path/Paper Handling: Straight paper path with easy-load adjustable tractors, paper out detection and alarm, paper-motion detection and alarm</i></p> <p><i>Interface: Standard USB 2.0 Serial RS-232, Ethernet 10/100 Base T</i></p> <p><i>Optional Interface – Parallel</i></p> <p><i>Paper Type: Continuous, fan folded, edge-perforation</i></p>				
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2	<p><i>Paper Width: up to 13.6" (345mm)</i></p> <p><i>Consumables: Ribbon Cartridge: Standard life (up to 17,000 pages) and Extended Life (up to 30,000 pages)</i></p> <p><i>Power requirement: AC input range 100-240 VAC, 50-60 hz., less than 5 watts</i></p> <p><i>Package Inclusions:</i></p> <ul style="list-style-type: none"> <li>- One (1) year warranty on parts and labor except consumables</li> <li>- Onsite delivery, testing and training</li> <li>- Two (2) onsite Preventive Maintenance within warranty period</li> <li>- Unlimited telephone call and email for technical support within Monday to Friday 8:30 a.m. to 5:00 p.m. except holidays</li> </ul> <p><b>Cartridge Ink for Heavy Duty Printers for Payroll Unit in SDO Quezon Province</b></p>	40	Units	5,000.00	Php 200,000.00
<b>TOTAL</b>					<b>Php 1,300,000.00</b>

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