



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



**Bids and Awards Committee**

RFQ No. 2025-33-RFOG  
Date: December 1, 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 SHOPPING** for the “PROCUREMENT OF ADDITIONAL EQUIPMENT FOR SCHOOL SITES TITLING CONTRACT OF SERVICE PERSONNEL” in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184

- Name of Project** : PROCUREMENT OF ADDITIONAL EQUIPMENT FOR SCHOOL SITES TITLING CONTRACT OF SERVICE PERSONNEL
- Approved Budget for the Contract** : Two Hundred Thirty Five Thousand Pesos Only (Php 235,000.00)
- Specifications** : See attached Annex “B” for the Technical Specifications
- Location** : Talipan, Pagbilao, Quezon
- Delivery Term** : 7 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.

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321



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Submission of quotation and eligibility documents is on or before 10:00 a.m. of DECEMBER 5, 2025 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.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

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**APPROVED BUDGET FOR THE CONTRACT**

Project Description	LOT No.	Unit	Item Description	Quantity	Unit Cost (PhP)	Total Cost (PhP)
PROCUREMENT OF ADDITIONAL EQUIPMENT FOR SCHOOL SITES TITLING CONTRACT OF SERVICE PERSONNEL		SET	<b>LAPTOP:</b> CPU – CORE i5 – 13 <sup>th</sup> Generation (12m Cache, up to 4.60 GHz) GPU – NVIDIA GEFORCE 4050 RAM – 16GB DDR5 STORAGE – 512 GB SSD DISPLAY – 15-16” OS – WINDOWS 11 WITH 1 YEAR WARRANTY	4	49,000.00	196,000.00
			<b>PRINTER WITH SCANNER</b> <u>GENERAL REQUIREMENTS:</u> FUNCTIONALITY: MUST SUPPORT PRINTING, SCANNING, COPYING AND FAXING TECHNOLOGY: INKJET WITH REFILLABLEINK TANK SYSTEM CONNECTIVITY: USB 2.0 WIFI, WIFI DIRECT, ETHERNET OPERATING SYSTEMS: COMPATIBLE WITH WINDOWS, MACOS AND LINUX <u>PRINT FEATURES:</u> PRINT RESOLUTION: UP TO 1200X6000 DPI PRINT SPEED: MINIMUM 17IPM (BLACK) 16.5 IPM (COLOR) BASED ON ISO/IEC 24734 DUPLEX PRINTING: AUTOMATIC (BUILT-IN) BORDERLESS PRINTING: SUPPORTED UP TO A4 SIZE <u>SCAN FEATURES:</u>	1	39,000.00	39,000.00

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			<p>SCAN TYPE: FLATBED AND AUTOMATIC DOCUMENT FEEDER(ADF) OPTICAL RESOLUTION: UP TO 1200X2400 DPI SCAN TO: EMAIL, FILE, IMAGE, OCR, USB, NETWORK FOLDER <u>COPY FEATURES:</u> COPY SPEED: COMPARABLE TO PRINT SPEED REDUCTION/ENLARGEMENT: 25% TO 400% MULTI-COPY: UP TO 99 COPIES <u>PAPER HANDLING:</u> INPUT TRAY CAPACITY: MIN 150 SHEETS OYPUT TRAY CAPACITY: MIN 50 SHEETS ADF CAPACITY: MIN 20 SHEETS PAPER SIZES SUPPORTED: A4, LETTER, LEGAL, EXECUTIVE, A5, A6, B5, ENVELOPES PAPER TYPE SUPPORTED: PLAIN, INKJET, GLOSSY, RECYCLED <u>INK SYSTEM:</u> INK TYPE: DYE BASED (COLOR) PIGMENT BASED (BLACK) INK YIELD: MIN 7500PAGES (BLACK), 5000PAGES (COLOR) BASED ON ISO/IEC STANDARDS REFILL METHOD: MANUAL REFILL VIA TRANSPARENT INK TANKS</p>			
			<b>GRAND TOTAL</b>			<b>235,000.00</b>

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DepEdTayoQuezon

[www.depedquezon.com.ph](http://www.depedquezon.com.ph)

[quezon@deped.gov.ph](mailto: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	LOT No.	Unit	Item Description	Quantity	Unit Cost (PhP)	Total Cost (PhP)
PROCUREMENT OF ADDITIONAL EQUIPMENT FOR SCHOOL SITES TITLING CONTRACT OF SERVICE PERSONNEL		SET	<b>LAPTOP</b> CPU – CORE i5 – 13 <sup>th</sup> Generation (12m Cache, up to 4.60 GHz) GPU – NVIDIA GEFORCE 4050 RAM – 16GB DDR5 STORAGE – 512 GB SSD DISPLAY – 15-16” OS – WINDOWS 11 WITH 1 YEAR WARRANTY	4		
		SET	<b>PRINTER WITH SCANNER</b> <u>GENERAL REQUIREMENTS:</u> FUNCTIONALITY: MUST SUPPORT PRINTING, SCANNING, COPYING AND FAXING TECHNOLOGY: INKJET WITH REFILLABLE INK TANK SYSTEM CONNECTIVITY: USB 2.0 WIFI, WIFI DIRECT, ETHERNET OPERATING SYSTEMS: COMPATIBLE WITH WINDOWS, MACOS AND LINUX <u>PRINT FEATURES:</u> PRINT RESOLUTION: UP TO 1200X6000 DPI	1		

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			<p>PRINT SPEED: MINIMUM 17IPM (BLACK) 16.5 IPM (COLOR) BASED ON ISO/IEC 24734 DUPLEX PRINTING: AUTOMATIC (BUILT-IN) BORDERLESS PRINTING: SUPPORTED UP TO A4 SIZE <u>SCAN FEATURES:</u> SCAN TYPE: FLATBED AND AUTOMATIC DOCUMENT FEEDER(ADF) OPTICAL RESOLUTION: UP TO 1200X2400 DPI SCAN TO: EMAIL, FILE, IMAGE, OCR, USB, NETWORK FOLDER <u>COPY FEATURES:</u> COPY SPEED: COMPARABLE TO PRINT SPEED REDUCTION/ENLARGEMENT: 25% TO 400% MULTI-COPY: UP TO 99 COPIES <u>PAPER HANDLING:</u> INPUT TRAY CAPACITY: MIN 150 SHEETS OYPUT TRAY CAPACITY: MIN 50 SHEETS ADF CAPACITY: MIN 20 SHEETS PAPER SIZES SUPPORTED: A4, LETTER, LEGAL, EXECUTIVE, A5, A6, B5, ENVELOPES PAPER TYPE SUPPORTED: PLAIN, INKJET, GLOSSY, RECYCLED <u>INK SYSTEM:</u> INK TYPE: DYE BASED (COLOR) PIGMENT BASED (BLACK) INK YIELD: MIN 7500PAGES (BLACK), 5000PAGES (COLOR) BASED ON ISO/IEC STANDARDS REFILL METHOD: MANUAL REFILL VIA TRANSPARENT INK TANKS</p>		
			<b>GRAND TOTAL</b>		

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.	Item Description	Statement of Compliance
PROCUREMENT OF ADDITIONAL EQUIPMENT FOR SCHOOL SITES TITLING CONTRACT OF SERVICE PERSONNEL		<p><b>LAPTOP</b>            CPU – CORE i5 – 13<sup>th</sup> Generation            (12m Cache, up to 4.60 GHz)            GPU – NVIDIA GEFORCE 4050            RAM – 16GB DDR5            STORAGE – 512 GB SSD            DISPLAY – 15-16"            OS – WINDOWS 11            WITH 1 YEAR WARRANTY</p> <p><b>PRINTER WITH SCANNER – 1 SET</b>  <u>GENERAL REQUIREMENTS:</u>            FUNCTIONALITY: MUST SUPPORT PRINTING, SCANNING, COPYING AND FAXING            TECHNOLOGY: INKJET WITH REFILLABLEINK TANK SYSTEM            CONNECTIVITY: USB 2.0 WIFI, WIFI DIRECT, ETHERNET            OPERATING SYSTEMS: COMPATIBLE WITH WINDOWS, MACOS AND LINUX  <u>PRINT FEATURES:</u>            PRINT RESOLUTION: UP TO 1200X6000 DPI            PRINT SPEED: MINIMUM 17IPM (BLACK) 16.5 IPM (COLOR) BASED ON ISO/IEC 24734            DUPLEX PRINTING: AUTOMATIC (BUILT-IN)            BORDERLESS PRINTING: SUPPORTED UP TO A4 SIZE</p>	

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SCAN FEATURES:

SCAN TYPE: FLATBED AND  
AUTOMATIC DOCUMENT  
FEEDER(ADF)  
OPTICAL RESOLUTION: UP TO  
1200X2400 DPI  
SCAN TO: EMAIL, FILE, IMAGE, OCR,  
USB, NETWORK FOLDER

COPY FEATURES:

COPY SPEED: COMPARABLE TO  
PRINT SPEED  
REDUCTION/ENLARGEMENT: 25%  
TO 400%

MULTI-COPY: UP TO 99 COPIES

PAPER HANDLING:

INPUT TRAY CAPACITY: MIN 150  
SHEETS  
OYPUT TRAY CAPACITY: MIN 50  
SHEETS  
ADF CAPACITY: MIN 20 SHEETS  
PAPER SIZES SUPPORTED: A4,  
LETTER, LEGAL, EXECUTIVE, A5, A6,  
B5, ENVELOPES  
PAPER TYPE SUPPORTED: PLAIN,  
INKJET, GLOSSY, RECYCLED

INK SYSTEM:

INK TYPE: DYE BASED (COLOR)  
PIGMENT BASED (BLACK)  
INK YIELD: MIN 7500PAGES (BLACK),  
5000PAGES (COLOR) BASED ON  
ISO/IEC STANDARDS  
REFILL METHOD: MANUAL REFILL  
VIA TRANSPARENT INK TANKS

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
- 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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