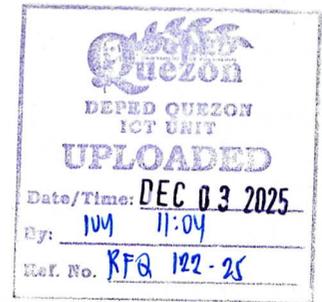




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



Bids and Awards Committee

RFQ No. 2025-35-RFQG
Date: December 3, 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 COMMON USE SUPPLIES, MATERIALS AND EQUIPMENT FOR OFFICE OPERATION” in accordance with Section 52.1 (b) of the Implementing Rules and Regulations of Republic Act No. 9184

- Name of Project** : PROCUREMENT OF COMMON USE SUPPLIES, MATERIALS AND EQUIPMENT FOR OFFICE OPERATION
- Approved Budget for the Contract** : One Hundred Forty Seven Thousand Five Hundred Twenty Eight and 75/100 Pesos Only (Php 147,528.75)
- 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.

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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 9, 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

◀ **SIGN HERE**

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,


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 COMMON USE SUPPLIES, MATERIALS AND EQUIPMENT FOR OFFICE OPERATION | | piece | 5 TIER PLASTIC SHELF, BLACK | 1 | 1,799.00 | 1,799.00 |
| | | piece | FOLDABLE TABLE, RECTANGULAR OFFICE TABLE WITH LAMINATED WOOD-GRAIN TABLETOP MADE OF MDF/ PARTICLE BOARD APPROX 120-140 CM IN LENGTH AND 50-60 50-60 CM IN WIDTH THICKNESS: 18-25 MM FRAME & LEGS: STEEL (POWER COATED BLACK) FOLDING OR COLLAPSIBLE METAL FRAME, STRAIGHT TUBULAR LEGS HEIGHT: 72-75 CM | 2 | 1,100.00 | 2,200.00 |
| | | piece | RACK SHELF WITH WHEELS - SIZE: 55X40X131CM(LWH) - MOVABLE - WITH WHEELS - COLOR: WHITE AND NATURAL | 1 | 1,999.75 | 1,999.75 |
| | | unit | MOBILE PEDESTAL FILING CABINET (STEEL) • 1 CENTRAL LOCK, 1 PEN TRAY, 1 FILE DIVIDER AND 5CASTORS • MATERIAL: STEEL WITH POWDER COATING • ACTUAL DIMENSION: 60CMHX40CMWX50CMD COLOR: WHITE | 1 | 4,589.00 | 4,589.00 |
| | | unit | WINDOW TYPE AIRCON, 1.5 HP | 1 | 14,995.00 | 14,995.00 |

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| | | | | | |
|--------------------|-------|---|---|-----------|-------------------|
| | unit | ALL-IN-ONE INK TANK PRINTER (PRINT/SCAN/COPY) <ul style="list-style-type: none"> • PRINT RESOLUTION: UP TO 5760 X 1440DPI • PRINT SPEED: 10 IPM (BLACK), 5IPM (COLOR) • CONNECTIVITY: USB, WIFI, WI-FI DIRECT • SCANNER: FLATBED CIS, 1200X 2400 DPI • SUPPORTED SIZES: A4, LETTER, LEGAL, 4R, ENVELOPES • PAPER CAPACITY: 100 SHEETS (INPUT) • INK YIELD: 4500 PAGES (BLACK), 7500 PAGES (COLOR) • FEATURES: BORDERLESS PHOTO PRINTING (UP TO 4R) EPSON SMART PANEL MOBILE APP • DIMENSIONS: 375X347X176MM • WEIGHT: 3.9KG | 2 | 10,225.00 | 20,450.00 |
| | piece | CHAIR PILLOWS | 4 | 499.00 | 1,996.00 |
| | unit | LAPTOP <ul style="list-style-type: none"> • PROCESSOR: 19-1390H • STORAGE: 512GB SSD • GRAPHICS: INTEL IRIS XE GRAPHICS • RESOLUTION: 16" WUXGA (1920X1200) • MEMORY: 8GB • OS: WINDOWS 11 | 2 | 49,000.00 | 98,000.00 |
| | unit | PORTABLE BLUETOOTH SPEAKER | 1 | 1,500.00 | 1,500.00 |
| GRAND TOTAL | | | | | 147,528.75 |

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 Region IV-A
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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 COMMON USE SUPPLIES, MATERIALS AND EQUIPMENT FOR OFFICE OPERATION | | piece | 5 TIER PLASTIC SHELF, BLACK | 1 | | |
| | | piece | FOLDABLE TABLE, RECTANGULAR OFFICE TABLE WITH LAMINATED WOOD-GRAIN TABLETOP MADE OF MDF/ PARTICLE BOARD APPROX 120-140 CM IN LENGTH AND 50-60 50-60 CM IN WIDTH THICKNESS: 18-25 MM FRAME & LEGS: STEEL (POWER COATED BLACK) FOLDING OR COLLAPSIBLE METAL FRAME, STRAIGHT TUBULAR LEGS HEIGHT: 72-75 CM | 2 | | |
| | | piece | RACK SHELF WITH WHEELS - SIZE: 55X40X131CM(LWH) - MOVABLE - WITH WHEELS - COLOR: WHITE AND NATURAL | 1 | | |
| | | unit | MOBILE PEDESTAL FILING CABINET (STEEL) | 1 | | |

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| | | | | | |
|--|-------|--|---|--|--|
| | | <ul style="list-style-type: none"> • 1 CENTRAL LOCK, 1 PEN TRAY, 1 FILE DIVIDER AND 5CASTORS • MATERIAL: STEEL WITH POWDER COATING • ACTUAL DIMENSION: 60CMHX40CMWX50CMD COLOR: WHITE | | | |
| | unit | WINDOW TYPE AIRCON, 1.5 HP | 1 | | |
| | unit | <ul style="list-style-type: none"> ALL-IN-ONE INK TANK PRINTER (PRINT/SCAN/COPY) • PRINT RESOLUTION: UP TO 5760 X 1440DPI • PRINT SPEED: 10 IPM (BLACK), 5IPM (COLOR) • CONNECTIVITY: USB, WIFI, WI-FI DIRECT • SCANNER: FLATBED CIS, 1200X 2400 DPI • SUPPORTED SIZES: A4, LETTER, LEGAL, 4R, ENVELOPES • PAPER CAPACITY: 100 SHEETS (INPUT) • INK YIELD: 4500 PAGES (BLACK), 7500 PAGES (COLOR) • FEATURES: BORDERLESS PHOTO PRINTING (UP TO 4R) EPSON SMART PANEL MOBILE APP • DIMENSIONS: 375X347X176MM • WEIGHT: 3.9KG | 2 | | |
| | piece | CHAIR PILLOWS | 4 | | |
| | unit | <ul style="list-style-type: none"> LAPTOP • PROCESSOR: 19-1390H • STORAGE: 512GB SSD • GRAPHICS: INTEL IRIS XE GRAPHICS • RESOLUTION: 16" WUXGA (1920X1200) | 2 | | |

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| | | | | | | |
|--|--|------|--|---|--|--|
| | | unit | • MEMORY: 8GB • OS: WINDOWS 11 PORTABLE BLUETOOTH SPEAKER | 1 | | |
| | | | GRAND 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. | Item Description | Statement of Compliance |
|--|----------|--|-------------------------|
| PROCUREMENT OF COMMON USE SUPPLIES, MATERIALS AND EQUIPMENT FOR OFFICE OPERATION | | 5 TIER PLASTIC SHELF, BLACK – 1 piece FOLDABLE TABLE – 2 piece, RECTANGULAR OFFICE TABLE WITH LAMINATED WOOD-GRAIN TABLETOP MADE OF MDF/ PARTICLE BOARD APPROX 120-140 CM IN LENGTH AND 50-60 50-60 CM IN WIDTH THICKNESS: 18-25 MM FRAME & LEGS: STEEL (POWER COATED BLACK) FOLDING OR COLLAPSIBLE METAL FRAME, STRAIGHT TUBULAR LEGS HEIGHT: 72-75 CM RACK SHELF WITH WHEELS – 1 piece - SIZE: 55X40X131CM(LWH) - MOVABLE - WITH WHEELS - COLOR: WHITE AND NATURAL MOBILE PEDESTAL FILING CABINET (STEEL) – 1 unit • 1 CENTRAL LOCK, 1 PEN TRAY, 1 FILE DIVIDER AND 5CASTORS • MATERIAL: STEEL WITH POWDER COATING • ACTUAL DIMENSION: 60CMHX40CMWX50CMD COLOR: WHITE WINDOW TYPE AIRCON, 1.5 HP – 1 unit | |

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ALL-IN-ONE INK TANK PRINTER
(PRINT/SCAN/COPY) – 2 unit

- PRINT RESOLUTION: UP TO 5760 X 1440DPI
- PRINT SPEED: 10 IPM (BLACK), 5IPM (COLOR)
- CONNECTIVITY: USB, WIFI, WI-FI DIRECT
- SCANNER: FLATBED CIS, 1200X 2400 DPI
- SUPPORTED SIZES: A4, LETTER, LEGAL, 4R, ENVELOPES
- PAPER CAPACITY: 100 SHEETS (INPUT)
- INK YIELD: 4500 PAGES (BLACK), 7500 PAGES (COLOR)
- FEATURES: BORDERLESS PHOTO PRINTING (UP TO 4R)
EPSON SMART PANEL MOBILE APP
- DIMENSIONS: 375X347X176MM
- WEIGHT: 3.9KG

CHAIR PILLOWS – 4 piece

LAPTOP – 2 unit

- PROCESSOR: 19-1390H
- STORAGE: 512GB SSD
- GRAPHICS: INTEL IRIS XE GRAPHICS
- RESOLUTION: 16" WUXGA (1920X1200)
- MEMORY: 8GB
- OS: WINDOWS 11

PORTABLE BLUETOOTH SPEAKER – 1 unit

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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