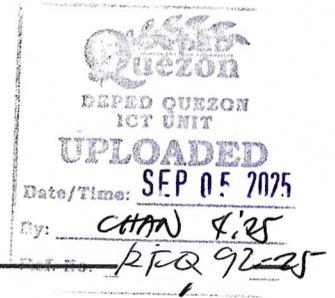




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



**Bids and Awards Committee**

RFQ No. 2025-21R-RFOG  
Date: September 4, 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 SMALL VALUE PROCUREMENT** for the “PROCUREMENT OF OFFICE EQUIPMENT FOR COS PERSONNEL – SCHOOL SITES TITLING - REPOST” in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184

- Name of Project** : PROCUREMENT OF OFFICE EQUIPMENT FOR COS PERSONNEL – SCHOOL SITES TITLING -REPOST
- Approved Budget for the Contract** : One Hundred Eighteen Thousand Two Hundred Twenty Five Pesos Only (P118,225.00)
- Specifications** : See attached Annex “B” for the Technical Specifications
- Location** : Talipan, Pagbilao, Quezon
- Delivery Term** : 30 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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Submission of quotation and eligibility documents is on or before 10:00 a.m. of September 9, 2025 at DepED, Division of Quezon, Talipan, Pagbilao, Quezon. Please submit your quotation in a sealed envelope addressed to:

Joepi F. Falqueza  
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,

  
JOEPI F. FALQUEZA  
BAC Chairman

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**APPROVED BUDGET FOR THE CONTRACT**

| Project Description  | Item No. | Unit | Item Description                  | Quantity | Unit Cost (PhP) | Total Cost (PhP)  |
|--|----------|------|-----------------------------------|----------|-----------------|-------------------|
| PROCUREMENT OF OFFICE EQUIPMENTS FOR COS PERSONNEL – SCHOOL SITES TITLING - REPOST |          | SET  | LAPTOP                            | 1        | 44,000.00       | 44,000.00         |
|  |          | UNIT | SCANNER                           | 1        | 35,000.00       | 35,000.00         |
|  |          | PCS  | FLASH DRIVE                       | 5        | 800.00          | 4,000.00          |
|  |          | SET  | LATERAL FILING CABINET – 4 LAYERS | 1        | 14,000.00       | 14,000.00         |
|  |          | PCS  | COMPUTER MOUSE                    | 3        | 600.00          | 1,800.00          |
|  |          | PCS  | HARD DRIVE                        | 2        | 2,000.00        | 4,000.00          |
|  |          | SET  | CAMERA                            | 1        | 15,425.00       | 15,425.00         |
| <b>TOTAL</b>   |          |      |                                   |          |                 | <b>118,225.00</b> |

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[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  | Item No. | Unit | Item Description                  | Quantity | Unit Cost (PhP) | Total Cost (PhP) |
|--|----------|------|-----------------------------------|----------|-----------------|------------------|
| PROCUREMENT OF OFFICE EQUIPMENTS FOR COS PERSONNEL – SCHOOL SITES TITLING - REPOST | 1        | SET  | LAPTOP                            | 1        |                 |                  |
|  | 2        | UNIT | SCANNER                           | 1        |                 |                  |
|  | 3        | PCS  | FLASH DRIVE                       | 5        |                 |                  |
|  | 4        | SET  | LATERAL FILING CABINET – 4 LAYERS | 1        |                 |                  |
|  | 5        | PCS  | COMPUTER MOUSE                    | 3        |                 |                  |
|  | 6        | PCS  | HARD DRIVE                        | 2        |                 |                  |
|  | 7        | SET  | CAMERA                            | 1        |                 |                  |
| <b>TOTAL</b>   |          |      |                                   |          |                 |                  |

TOTAL AMOUNT IN WORDS

\_\_\_\_\_

\_\_\_\_\_

Signature Over Printed Name of Bidder

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| Project Description  | Item No. | Unit | Item Description  | Statement of Compliance |
|--|----------|------|---|-------------------------|
| PROCUREMENT OF OFFICE EQUIPMENTS FOR COS PERSONNEL – SCHOOL SITES TITLING - REPOST | 1        | SET  | <p>LAPTOP: LIGHTWEIGHT</p> <p>PROCESSOR: 2.0 GHZ BASED SPEED WITH TURBO SPEED: UP TO 4.5 GHZ MAX BOOST CLOCK, 16MB L3 CACHE, 8 CORES, 16 THREADS</p> <p>MEMORY: 2 X 8GB DDR4 OR 1 X 16GB DDR4 3200MHZ</p> <p>MONITOR: SCREEN SIZE MIN OF 15.6" : RESOLUTION MIN 1920X 1080 (FULL HD), 1080P</p> <p>AUDIO: 6/1 W SPEAKER X 2 BUILT IN SPEAKERS: 3.5MM STANDARD HEADPHONE JACK</p> <p>CAMERA: BUILT IN: CONNECTIVITY: WIRELESS LAN 802.11 B/G/N/AC, BLUETOOTH</p> <p>PORTS: 1 X USB 3.0 OR 3.1 – TYPE C; 1 X COMBO AUDIO JACK: 1 X HDMI/MICRO</p> <p>HEADSET: OVER THE HEAD, 3.5MM AUDIO JACK CONNECTION</p> <p>POWER ADAPTER: TYPE C OR STANDARD AC/DC ADAPTER</p> <p>HDD PARTITION: DRIVE C (SYSTEM) AND DRIVE D (DATA)</p> <p>LAPTOP IN NUMERIC KEYPAD DESIGN FOR CALCULATION</p> <p>TRUSTED PLATFORM MODULE (ISO/IEC 11889) INTEGRATED TO A CHIP ON THE COMPUTER WITH 1 YEAR WARRANTY</p> |                         |
|  | 2        | UNIT | <p>SCANNER : CONTINUOUS DOCUMENT SCANNER</p> <ul style="list-style-type: none"> <li>• SCANNER TYPE: SHEET-FED, ONE-PASS DUPLEX COLOR SCANNER</li> </ul>   |                         |

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|   |     |   |  |
|---|-----|---|--|
|   |     | <ul style="list-style-type: none"><li>● PHOTOELECTRIC DEVICE: COLOR CONTACT IMAGE SENSOR 9CIS)</li><li>● OPTICAL RESOLUTION: 300DPI; COLOR BIT DEPTH: 30-BIT-INPUT</li><li>● GRAYSCALE BIT DEPTH: 24-BIT-OUTPUT; LIGHT SOURCE: 3-COLOR RGB LED</li><li>● SCANNING SPEED: 35 PPM/70 IPM: 300 DPI BLACK &amp; WHITE, COLOR, GRAY</li><li>● CAPACITY: 50 SHEETS; DOCUMENT SIZE: PAPER SIZE MIN. 2"X2', 8.5"X 240</li><li>● DAILY DUTY CYCLE: 4000 G/M2; CONSUMABLES: ROLLER ASSEMBLY KIT: 200,000 CYCLES</li></ul> |  |
| 3 | PCS | FLASH DRIVE<br><br>CAPACITY: 64GB<br><br>INTERFACE: USB 3.0<br><br>DIMENSIONS 2.34" X 0.86" X 0.33  |  |
| 4 | SET | LATERAL FILING CABINET – 4 LAYERS<br><br>COLOR: GRAY<br><br>4 DRAWERS, STEEL, HEAVY DUTY WITH LOCK  |  |
| 5 | PCS | COMPUTER MOUSE, WIRELESS  |  |
| 6 | PCS | HARD DRIVE<br><br>● 1TB CAPACITY,<br><br>● DIMENSION: 132.7X88.9X16.2MM/5.2X3.5X0.61 NCH<br><br>● WEIGHT: 1/2TB: 189.8G / 6.69OZ<br><br>● INTERFACE: USB 3.2 GEN 1 (USB 5GBPS) (BACKWARD COMPATIBLE WITH USB 2.0)   |  |

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|  |   |   |  |
|--|---|---|--|
|  |   | <ul style="list-style-type: none"><li>● TEXTURE: PLASTIC/RUBBER : OPERATING TEMPEARTURE: 50C (41F) - 50C (122F)</li><li>● OPERATING VOLTAGE: USB DC5V</li><li>● SYSTEM REQUIREMENTS: WINDOWS 7/8/8.1/10/11, MAC OS X 10.6 OR LATER</li><li>● ACCESSORIES: USB 3.2 GEN 1 CABLE; QUICK START GUIDE WITH SILICONE CASING</li></ul> |  |
|  | 7 | SET<br>CAMERA<br><br>COMPACT CAMERA WITH 5X OPTICAL ZOOM<br><br>SENSOR TYPE: 7.76MM TYPE (1/2.3 IN) SUPER HAD CCD<br><br>PIXELS: 20.1 MP  |  |

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