



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

REQUEST FOR QUOTATION

RFQ: No. 25-10-146B
Date: November 12, 2025

The Department of Education, Schools Division of Digos City, through its Bids and Awards Committee (BAC), intends to invite eligible bidders for the **"Procurement of OMR Hardware Scanner and Software for the Modernization of NASBE Programs"** with an Approved Budget for the Contract (ABC) of **Six Hundred Twenty-Five Thousand Pesos Only (P625,000.00)** through NP-53.9 - Small Value Procurement of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A and B (Terms and Conditions)** provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than November 17, 2025, 1:30 PM** at the DepEd Schools Division Office-Digos City, Roxas cor. Lopez Jaena Street, Zone II, Digos City, Davao del Sur. **Quotations** may also be submitted through facsimile or email at the address and contact numbers indicated below.

A copy of your **2025 Business/Mayor's Permit, Income / Business Tax Return** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A **valid and updated Certificate of PhilGEPS Registration (Platinum Membership) (all pages)** may be submitted in lieu of the Mayor's/Business Permit.

The Supplier/Service Provider with the Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement (GPPB-prescribed forms)** within a non-extendible period of five (5) calendar days from the receipt of the notice from the Bids and Awards Committee that it submitted the Single/Lowest Calculated Calculation.¹

For any clarification, you may contact the BAC Secretariat at **(082)-553-8396**, or send email to bac.digoscity@deped.gov.ph

By the Authority of the Bids and Awards Committee (BAC)

CHERRIE ANNE B. BOHOL

Vice Chairperson, Bids and Awards Committee

¹ Failure to submit the required documents on time, or finding against the veracity thereof, shall disqualify the supplier/service provider for award. In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.

Name of Company: _____
 Address: _____
 Name of Store/Shop: _____
 Address: _____
 Contact No.: _____
 TIN No.: _____
 PhilGEPS _____
 Registration Number: _____

RFQ No.: **25-10-146B**Date: **November 12, 2025**Date and Time of Opening: **November 17, 2025, 1:30 PM****INSTRUCTIONS:**

- (1) Accomplish this Request for Quotation (RFQ) correctly and accurately.
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the mandatory provisions.
 - If a different form is used other than the RFQ, the quotation shall contain all the mandatory provisions, including manifestation of the agreement with the Terms and Conditions below.
 - In case a prospective supplier or service provider submits a filled-out RFQ with a supporting document (i.e., price quotation in a different format), both documents shall be considered unless there is any discrepancy. In this case, provisions in the RFQ shall prevail.
- (3) Do not alter the contents of this form in any way.
- (4) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (5) Failure to follow these instructions will disqualify your entire quotation.

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

TECHNICAL SPECIFICATIONS

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.
2. Bidders must state "**Comply**" or any equivalent term in the column "**Bidder's Statement of Compliance**" against each of the individual parameters of each Specification.

Item	Description	Total Quantity	Unit	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
Lot 2	Procurement of OMR Hardware Scanner and Software for the Modernization of NASBE Programs					
	OMR Hardware Scanner and Software See attached specifications (requirements)	1	set			

* The above-quoted prices are inclusive of all costs and applicable taxes

SCHEDULE OF REQUIREMENTS

Item	Description	Delivery Schedule	Bidder's Statement of Compliance
Lot 2	Procurement of OMR Hardware Scanner and Software for the Modernization of NASBE Programs	Within fifteen (15) calendar days from receipt of Purchase Order to be delivered in the Department of Education - Schools Division of Digos City	

FINANCIAL OFFER

Approved Budget for the Contract	Total Offered Quotation
#NAME?	In words: _____
PHP 625,000.00	In figures: _____

PAYMENT DETAILS

Payment Terms:	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
Banking Institution:	
Account Number:	
Account Name:	
Branch:	

CONFORME: (Annex "A")

Signature over Printed Name

Position/Designation

Office Telephone No.

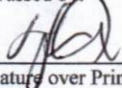
Fax/Mobile No.

Email address/es

TERMS AND CONDITIONS

1. Bidders shall provide the correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation and/or until the implementation of the program.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeded the Approved Budget for the Contract shall be rejected.
5. Bidders must have a physical store with readily available supplies in case in need of post-qualification evaluation.
6. Products covered by the Bureau of Philippine Standards' (BPS) mandatory product certification schemes, whether locally manufactured or imported, are required to bear the Philippine Standard (PS) mark or Import Commodity Clearance (ICC).
7. Award of the contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
8. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
10. The Department of Education - Schools Division of Digos City shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
11. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DepEd - Digos City Division shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 001, s. 2016.
12. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be charged to the contractor's account.
13. Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
14. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DepEd - Digos City Division may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Canvassed by:



Signature over Printed Name

11/19/25

Date

CONFORME: (Annex "B")

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es



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Bids and Awards Committee (BAC)

Date: November 12, 2025

Request for Quotation No.: 25-10-146B - Procurement of OMR Hardware Scanner and Software for the Modernization of NASBE Programs

Lot 2 – 1 set of OMR Hardware Scanner and Software

Detailed Minimum Technical Specifications:

Particulars	Minimum Technical Specifications
Automatic document feeder scan speed	Up to 1800 sheets per hour
Auto document feeder capacity	Standard, 80 to 100 sheets
Form width	50.8mm to 216 mm
Form length	50.8mm to 355.6mm
Scan file format	For text & images: PDF, PDF/A, Encrypted PDF, JPEG, PNG, BMP, TIFF, Word, Excel, PowerPoint, Text (.txt), Rich Text (.rtf), and Searchable PDF
Scanning options (ADF)	Single/double-sided-pass duplex
Memory (at least)	256 MB
Operating Systems Compatibility	Microsoft® Windows® (11, 10, 8.1, 7, XP: 32-bit and 64-bit, 2008 R2, 2012 R2, 2016, 2019); MacOS (Catalina 10.15, Mojave 10.14, High Sierra 10.13); Linux (Ubuntu, Fedora, Debian, RHEL, Linux Mint, Open Suse, Manjaro); Citrix ready
Connectivity Standard	USB 2.0, 3.0, Serial, or Parallel Port
Media weights, supported, ADF	40 to 210 g/m2
Power	100-240 volts AC (-10%, +6%); 50-60 Hz
Operating Temperature Range	10 to 35 degrees Celsius
Scanner Application Capability	The scanner application must have the following: • Import and export capability; • Must include one-time purchase of software (with perpetual enterprise license); • Refer to the <i>Terms of Reference</i> for the OMR software.
Services to be provided by the Service Provider	The winning service provider shall provide the following services upon the issuance of the <i>Notice to Proceed (NTP)</i> : • Supply, Deliver, Install, Maintain, and Host the Optical Mark Recognition (OMR) Hardware Scanner and OMR Software



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Particulars	Minimum Technical Specifications
	• Install and configure all applications on the dedicated desktop provided by DepEd • Provide training or knowledge transfer to the concerned regional (ROs) and Schools Division Offices (SDOs) where the OMR hardware scanner and OMR software are supplied and delivered. • Provide after-sales services to the concerned regional (RO) and schools division offices (SDOs) where the OMR software/ scanning machines

Statement of Compliance ("Comply" or "Not Comply"): _____



Terms of Reference (TOR) General Specifications for the OMR Software:

Specifications	Statement of Compliance ("Comply" or "Not Comply")
Has Optical Barcode Recognition (OBR) for capturing Barcodes	
Has Optical Mark Recognition (OMR) for Capturing Markings/Shades.	
Has Optical Character Recognition (OCR) for capturing Computerized Text	
Has Text Finder OCR Technology for flexible capturing text that is possible to appear in different locations	
Create a full-text index of the document content to make it searchable	
Able to integrate with Twain and ISIS scanner device	
Able to process a digital image from the watch folder	
With Background Processing Option (BPP) to automatically process and upload documents from different sources.	
Able to send output file to a Windows Folder, FTP, SFTP, Box, Dropbox, Google Drive, OneDrive	
Able to create output file of PDF, TIFF, Multi-Page, TIFF, JPEG, PNG, BMP	
Able to create an index output to .csv and .xml	
GUI-Based Designer and Administration Interface	
Requires User Authentication for access security	



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Specifications	Statement of Compliance ("Comply" or "Not Comply")
Capable of applying Security Roles to limit access to specific configurations	
Compliance: Pass Product Testing Security (PPTS) assessment testing	
Compliance: Built-in industry-standard encryption technology	
Built-in storage backup functions	
Able to define and expand the storage base when additional media is connected.	
Able to use NAS/SAN and Cloud Storage media	
Automatically compress scanned archive images	
Built-in schedule back-up function	
Can support the English language	
An unlimited number of folders/subfolders supported	
An unlimited number of Categories /Document Type/Libraries supported	
An unlimited number of documents supported per file cabinet	
Integrate with Microsoft Office Application (Word, Excel, Outlook)	
File Transfer Supports HTTP/HTTPS and DCOM	
System allows the definition of security on folder access	
System allows the definition of security for viewing the index data	
Allows Custom Permission sets (View/Delete/Print/Export)	
Polling of file folders for automatic import of documents	
Document Retention Function	
Convert scanned documents to other formats	
Keyword search via index words	
Supports wildcard search expressions	
Supports AND/OR searches	
Integration with Microsoft Office	
Support field calculation for decimal fields	

Statement of Compliance ("Comply" or "Not Comply"): _____

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature Over Printed Name of Representative

Date