



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

REQUEST FOR QUOTATION

RFQ: No. 25-12-189
Date: December 15, 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 ICT-related Equipment for the Modernization of NASBE Programs**" with an Approved Budget for the Contract (ABC) of **Two Hundred Forty Five Thousand Pesos Only (P245,000.00)** 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 December 19, 2025, 10:00 AM** 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** 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


MARIA GENEVIEVE T. FRANCISQUETE, Ed.D.
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.: **25-12-189**Date: **December 15, 2025**
 Date and Time of Opening: **December 19, 2025, 10:00 AM**
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

- 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.
- 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 1	Procurement of ICT-related Equipment for the Modernization of NASBE Programs					
	Desktop Computer Set A. On Hardware NTC Approval: Brand/model must be NTC type approved with a certificate and a licable registration number Ecolabel: At least ECMA 370 or its equivalent Certifications: On device ISO/IEC 11889:2015 (Information Technology-Trusted platform module library) TCO Certified 9.0 EPEAT - Gold Tier FSC Certification Processor: At least i7 series, 13th gen or its equivalent RAM (Memory): Minimum 32 GB DDR5 Graphics: Dedicated graphics processor with at least 8 GB GDDR6 memory, supporting DirectX 12, ray tracing, and AI-based rendering acceleration Storage: 1 TB NVMe M.2 SSDv (Drive C-System), and 2TB SATA HDD (Drive D-Data) Connectivity: Gigabit Ethernet port; Built-in Wi-Fi 6 Bluetooth 5.0 or higher Ports / Interfaces: At least 6 USB ports (including 2 USB 3.2 Gen 1 or higher), 1 HDMI 2.1, 1 DisplayPort, Combo audio jack SD card reader 1 x PCIe x 16 Slots (USB conversion extension or adapter is not allowed) Cooling System: Integrated liquid or advanced thermal cooling solution (AIO type) to maintain optimal performance under sustained load Power Supply: Minimum 850 W, 80+ certified, compatible with high-performance components Peripherals: 1 x 2 meters power cords (system unit) Monitor Screen Size: Minimum 27", IPS or VA panel, Resolution: 4K UHD (3840 × 2160) Refresh rate: 144 Hz or higher Anti-glare coating, factory color calibration Ports: 1 x HDMI; 1 x VGA Port 1 x 2 Meter Power Cord	1	set			

<p><u>B. On Software</u> Operating System: Windows 11 Pro Education "Shape the Future" SKU Applications: Latest Microsoft Office available in the market Recovery Key: Any function Key shall be assigned to restore to its original stem state in case of a breakdown</p> <p><u>C. On Accessories</u> 1. Headset (1 unit): Headset Fit Type: On Ear Advance DTS Headphone / 7.1 sorround sound With noice cancelling microphone (flippable) 3.5mm standard audio jack (with at least 1.5-meter audio wire)</p> <p>2. Mouse (1 unit)</p> <p>3. Keyboard: US English Lay out ; Standard Size Wireless, optical, and must be rechargeable. If the mouse requires physical batteries, batteries must be included.</p> <p>4. Copy of Software In USB Format (bootable and capable of restoring the original system state to another hard disk) to be provided to: (a) One (1) USB each per Regional Office and Schools Division Office through the IT Officer</p> <p><u>D. Inclusions (Add-ons)</u> 1. Computer Table (1 unit): Heavy Duty Computer Table (for desktop) suitable for monitors with 23"" and up wide size Color: Black With at least 2 drawers; With printer shelf</p> <p>2. Computer Chair (1 unit): Comfortable like sofa with breathable fabic Can support up to 220 pounds With backrest, headrest, footrest, and armrest With reclining function With wheels (heavy duty) Adjustable height Color: Black</p> <p><u>Additional Requirements:</u> 1. A certification from the Brand and product Manufacturer shall be provided confirming that the proposed brand and product parts will be available and serviceable for at least five (5) years after delivery and acceptance of the goods. 2. Unit must be brand new, and the model must be current and not in ""end of life" as reflected in the current product line found on the manufacturer's official website or official product brochure, or similar literature, and in the Manufacturer's Certificate issued for this purpose. 3. Equipment marking and User Manuals, printed and/or electronic copies must be in English. 4. The bidder must have authorized service centers in at least two (2) different provinces and one (1) city of each region they are bidding for. 5. The Bidder shall provide the following: * Signed notarized contract agreement between the bidder and the authorized service partner. *A valid and current Business permit of the Service center. *Authorized Service Center/s contact details.</p>					
<p>Printer, with minimum specifications: Print, scan, copy Compact integrated tank design High yield ink bottles Spill-free, error-free refilling Wi-Fi & Wi-Fi Direct</p>	1	unit			
<p>Speaker, with minimum specifications: High quality sound (sorround) / 2.1 speaker system Total Watt (RMS): at least 25 W Subwoofer: at least 15 W Satellites: at least 2 x 5 W Connection: 3.5 mm wired / wireless Headphone jack: 1 Controls: Power and volume controls on wired control pod Color: Black</p>	1	unit			



	Uninterruptible Power Supply , with minimum specifications: Output Capacity: 1600VA/900W Output (on battery): 220V-240V, 50/60Hz +/- 1Hz Input Power: 220V-240V, 50/60Hz +/- 5Hz (auto sensing) Surge: 273 J Battery recharge time: 8 hours No. of Outlets: 4 - 4 universal Battery Type: Lead-Acid Software: PowerChute Personal Edition	1	unit			

* 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 1	Procurement of ICT-related Equipment 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
<u>Two Hundred Forty Five Thousand Pesos Only</u> PHP 245,000.00	In words: _____
	In figures: _____

PAYMENT DETAILS	
<u>Payment Terms:</u>	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

ANNEX "B"

TERMS AND CONDITIONS

- Bidders shall provide the correct and accurate information required in this form.
- 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.
- Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
- Quotations exceeded the Approved Budget for the Contract shall be rejected.
- Bidders must have a physical store with readily available supplies in case in need of post-qualification evaluation.
- 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).
- 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.
- 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.
- The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- 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.
- 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 06-2016.
- 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

Date

CONFORME: (Annex "B")

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

