



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

**REQUEST FOR QUOTATION**

**RFQ No.:** 2026-08-0030-A  
**Date:** September 1, 2026

Company/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business/Mayor's Permit No.: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number *(required)*: \_\_\_\_\_

The Department of Education - Schools Division of Digos City, through the Bids and Awards Committee (BAC), intends to procure the **Procurement of Various IT Materials and Equipment for the Schools Division Office (Recanvass)** with an Approved Budget for the Contract (ABC) of **Two Hundred Thirty-Five Thousand Seven Hundred Twelve Pesos Only (Php 235,712.00)** through **Section 34. Small Value Procurement** of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **1:30 PM of September 7, 2026**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

**MARIA GENEVIEVE T. FRANCISQUETE**

*Chairperson, Bids and Awards Committee*

Department of Education - Schools Division of Digos City

Roxas cor. Lopez Jaena Street, Zone II, Digos City 8002

Telephone No. (082) 553 8396 / (082) 553 8376 / 0962 887 8599 / 0917 203 5052

Email: [bac.digoscity@deped.gov.ph](mailto:bac.digoscity@deped.gov.ph)

Interested service provider shall also submit a copy of the following documents along with the quotation on or before the above specified deadline of submission of quotation:

- a. **Mayor's / Business Permit**
- b. **PhilGEPS Registration Number**, and
- c. **Notarized Omnibus Sworn Statement (OSS)** and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. OSS Template may be accessed from this link: [https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA\\_Omnibus-Sworn-Statement.docx](https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA_Omnibus-Sworn-Statement.docx)

The Head of Procuring Entity (HoPE) of the DepEd - SDO Digos City reserves the right to reject any and all quotations, declare failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

For any clarification, you may contact the BAC Secretariat at (082) 553 8396 / (082) 553 8376 / 0962 887 8599 / 0917 203 5052 or send email to [bac.digoscity@deped.gov.ph](mailto: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*





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**INSTRUCTIONS:**

Note: Failure to follow these instructions will disqualify your entire quotation.

(1) Do not alter the contents of this form in any way.

(2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

(3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible /

(4) Quotations may be submitted through electronic mail at [bac.digoscity@deped.gov.ph](mailto:bac.digoscity@deped.gov.ph).

(5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.

2. 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.

3. 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

4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.

5. Quotations exceeding the Approved Budget for the Contract shall be rejected.

6. Bidders must have a physical store with readily available supplies in case in need of post-qualification evaluation.

7. 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).

8. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DepEd - SDO Digos shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

9. 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.

10. The item/s shall be delivered according to the requirements specified in the Technical Specifications.

11. Item/s delivered shall be inspected on the scheduled date and time of the DepEd - SDO Digos. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.

12. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**

13. 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 SDO may terminate 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.

14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.

15. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation for the item/s as follows:

| Lot 1                                                                                                                                          |                                                                                               | Procurement of Various IT Materials and Equipment for the Schools Division Office (Recanvass) |      |                                                             |                           |                            |
|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|------|-------------------------------------------------------------|---------------------------|----------------------------|
| Note: Non-compliance with the minimum required specifications shall be grounds for disqualification.                                           |                                                                                               |                                                                                               |      |                                                             |                           |                            |
| Please quote your <b>best offer</b> for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free. |                                                                                               |                                                                                               |      |                                                             |                           |                            |
| Item                                                                                                                                           | Minimum Technical Specifications                                                              | Total Quantity                                                                                | Unit | Bidder's Statement of Compliance ("Comply" or "Not Comply") | Unit Cost (Vat Inclusive) | Total Cost (Vat Inclusive) |
| Lot 1                                                                                                                                          | Procurement of Various IT Materials and Equipment for the Schools Division Office (Recanvass) |                                                                                               |      |                                                             |                           |                            |



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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |   |       |  |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------|--|--|--|
| PC Keyboard with Optical Mouse Set, USB                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 8 | set   |  |  |  |
| Optical Mouse, USB (Good Quality)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 5 | piece |  |  |  |
| Solid-State Drive (SSD), SATA, 512 GB                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 2 | piece |  |  |  |
| Solid-State Drive (SSD), SATA, 1TB                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2 | piece |  |  |  |
| Solid-State Drive (SSD), M.2 SSD, 1TB                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1 | piece |  |  |  |
| 120W Charger or higher, with 2 USB ports, Fast Charging, with Type C and Lightning Cable, compatible with iPad and other Android tablets or phones                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2 | unit  |  |  |  |
| AA-size rechargeable battery, minimum capacity of 2,500 mAh, Nickel-Metal Hydride (NiMH) or Lithium rechargeable chemistry, suitable for use in standard AA battery-operated devices                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 6 | piece |  |  |  |
| ATX Power Supply, (500 Watts)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 4 | unit  |  |  |  |
| Random-Access Memory (RAM), 8GB, DDR3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 2 | piece |  |  |  |
| HDMI Cable, 20 meters, heavy duty with flexible rubberized cover/skin                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 3 | piece |  |  |  |
| HDMI Active Splitter: 1-In 4-Out HD 4K/30Hz, 1x4 Adapter port with Power Supply                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 2 | piece |  |  |  |
| Monitor, 24-inch or larger with HDMI and VGA Port                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1 | unit  |  |  |  |
| Desktop Computer, with minimum specifications:<br>Core 3 series or equivalent or higher, with UPS, at least 21-inch monitor, mouse and keyboard, 8GB RAM, Storage: 520GB M.2 at drive C, with licensed Windows 11 Operating System                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1 | set   |  |  |  |
| UPS, Rack Mount, for Server, with the following minimum specifications:<br><ul style="list-style-type: none"> <li>Capacity: 3000VA / 3000W (3KVA); True Online Double Conversion technology</li> <li>Form Factor: Rack Mount, 2U, convertible to Rack Mount or Tower (630 x 438 x 88 mm)</li> <li>Input: 220/230/240Vac nominal; Voltage Range 110–300Vac; Frequency 50/60Hz auto-sensing (40–70Hz); Input Power Factor 0.99 with Power Factor Correction</li> <li>Output: 220/230/240Vac <math>\pm</math>1%; 50Hz (47–53Hz) or 60Hz (57–63Hz) synchronized; Unity Output Power Factor (1PF); Pure Sinewave; Zero transfer time</li> <li>Output Sockets: 8 x NEMA 5-15R (Battery Back-up &amp; Surge Protection)</li> <li>Battery: 6 x 12V 9Ah, Maintenance-Free, Sealed Leak Proof; Recharge Time: 3 hours to 90–100% capacity; Intelligent Battery Management; Automatic Charging in OFF Mode</li> <li>Efficiency: AC Mode 90%, Battery Mode 88%; Protection: Discharge, Overcharge, Overload, Short Circuit &amp; Surge</li> <li>Comprehensive LCD Panel (Input/Output Voltage &amp; Frequency, Battery &amp; Back-up Time, Fault, Mode Status, Load Bar Indicator)</li> <li>Built-in USB &amp; RS-232 Communication Ports; Optional Network Card for Remote Monitoring</li> <li>Cold Start Function; Generator Compatible; Microprocessor-Based Digital Control</li> <li>Environmental: Operating Temp 0–40°C; Humidity 0–90% non-condensing; Noise below 40dB</li> <li>Standards: IEC/EN62040-1, IEC/EN60950-1 (Safety); IEC/EN62040-2, IEC61000-4 series (EMC); CE &amp; RoHS compliant</li> </ul> | 2 | unit  |  |  |  |
| <b>Grand Total:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |       |  |  |  |

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



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**SCHEDULE OF REQUIREMENTS**

| Item  | Description                                                                                   | Delivery Period and Location                                                                                                                     | Bidder's Statement of Compliance<br>("Comply" or "Not Comply") |
|-------|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| Lot 1 | Procurement of Various IT Materials and Equipment for the Schools Division Office (Recanvass) | 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**

| Lot 1 - Approved Budget for the Contract                                                  | Lot 1 - Total Offered Quotation      |
|-------------------------------------------------------------------------------------------|--------------------------------------|
| <b>Two Hundred Thirty Five Thousand Seven Hundred Twelve Pesos Only</b><br>PHP 235,712.00 | In words: _____<br>In figures: _____ |

**PAYMENT DETAILS**

|                         |                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Payment Terms:</b>   | Payment shall be in accordance with the schedule of delivery through Land Bank's LDDAP-ADA/Bank Transfer Facility, within thirty (30) days after receipt of service invoice and issuance of certificate of acceptance by end-user. In case of accounts maintained in other bank, bank transfer fees shall be chargeable against the creditor's account. |
| <b>Payment Details:</b> |                                                                                                                                                                                                                                                                                                                                                         |
| Banking Institution:    | _____                                                                                                                                                                                                                                                                                                                                                   |
| Account Number:         | _____                                                                                                                                                                                                                                                                                                                                                   |
| Account Name:           | _____                                                                                                                                                                                                                                                                                                                                                   |
| Bank Branch:            | _____                                                                                                                                                                                                                                                                                                                                                   |

Canvassed by:

09-03-2020  
Signature and Date

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es

\*\*\*\*NOTHING FOLLOWS\*\*\*\*

