



**Republic of the Philippines**  
**Department of Education**  
 REGION I


REQUEST FOR QUOTATION / PROPOSAL

Name of Company \_\_\_\_\_  
 Complete Company Address \_\_\_\_\_

DATE : **March 17, 2026**  
 RFQ NO. : **2026-03-0035P**  
 PR NO. : **2026-03-0026P**  
 PHILGEPS REF NO. : \_\_\_\_\_

**To whom it may concern:**  
 Please quote your lowest price/s on the lot or item/s below, subject to General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than **March 25, 2026 at 02:00PM** Bids and Awards Committee, DepED Regional Office City of San Fernando, La Union

Very truly yours,

  
**RHODA T. MAZON**  
 Director III  
 Chairperson, BAC

**CANVASSERS'S CERTIFICATION**

*This is to*

*certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for the Department of Education Region I.*

\_\_\_\_\_  
 (Signature Above Printed Name)  
**AUTHORIZED CANVASSERS**

PLEASE QUOTE: PER LOT SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX

Lot NO.	ITEM DESCRIPTION (Item Name & Technical Specification)	QTY.	UNIT	APPROVED BUDGET OF THE CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL	
					UNIT PRICE	TOTAL PRICE	YES	NO
<b>I.</b>	<b>Procurement of IT Equipment and Other Devices</b>	<b>1</b>	<b>Lot</b>	<b>1,325,485.00</b>				
	<b>All-in-One PC</b> Operating System: Windows 11 Home Processor: Intel Core Ultra 5/ i5/Ryzen 5 Memory: 8GB Storage: 512GB SSD Display: 23.8" screen, 1920x1080 resolution Graphics: UHD Graphics LAN, WiFi, Bluetooth: Yes Webcam: 5.0 MP Audio: Built-in speakers and array microphone Wireless keyboard and mouse Microsoft Office Home & Student 2021 or Office 365 Basic	<b>15</b>	<b>units</b>	49,999.00/unit				
	<b>Digital Persona U.are.U 4500 USB Fingerprint Reader</b>	<b>18</b>	<b>pcs</b>	7,400.00/pcs.				
	<b>Laptop</b> Display Size: 14" Operating System: Windows 11 Home Processor: Intel Core i5, up to 4.4 GHz Memory: 8GB DDR4 Storage: 256GB SSD, 1TB HDD or 512GB SSD Display: 14" screen, 1920x1080 resolution Graphics: UHD Graphics Webcam: 2.0 MP Full HD HDMI: Yes Number of USB 3.2 Gen 1 Port: 2 Number of USB 3.2 (Type-C) Ports: 1 Audio Line In: Yes	<b>3</b>	<b>units</b>	44,000.00/unit				
	<b>Uninterruptible Power Supply (UPS)</b> Capacity: 850VA Built-in AVR Voltage: 140 - 300V ± 5% Universal Outlet Short Circuit Protection: Yes Surge Protection: Yes	<b>9</b>	<b>units</b>	4,700.00/unit				

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<b>Monochrome Laser Printer</b> Print Speed (A4): Up to 18 ppm Monthly Print Volume: 200 - 800 pages Print Resolution: 600 x 600 dpi Interface: USB 2.0	20	units	9,100.00/unit				
<b>All-in-One Ink Tank Printer with ADF</b> Print, Scan, Copy Print speeds up to 10 ipm for black and 5.0 ipm for colour ADF capability USB 2.0, Ethernet, Wi-Fi & Wi-Fi Direct 1.44" Colour LCD	5	units	16,200.00/unit				
<b>9-in-1 USB-C Hub</b> 2 x USB-C 3.2 1 x USB-A 3.2 1 x USB-A 3.0 1 x Ethernet 1 x SD/TF 1 x HDMI (4K@60Hz) 1 x USB-C PD (100W)	2	pcs	2,500.00/pcs				
<b>Submit Brochure /Picture for the items to be offered</b>							

**GENERAL CONDITIONS**

- All entries must be typewritten and/or written
- Bidders must submit certificate of PHILGEPS Registration ;
- Bidders must submit the following documentary
  - Business permits/ Mayor's permit
  - Notarized Omnibus Sworn Statement
  - Latest ITR
- Place this RFQ in a **sealed envelope** and type the following details on the face of the
 

**Your Company Name**  
**RFQ No.**  
**PR No.**  
**PHILGEPS Reference No.**
- Delivery period must be within **Thirty(30) Calendar Days** upon Receipt of the Notice to Proceed.
- Item/s delivered must have warranties for unit replacements, parts, labor or other services;
- Price validity shall be for a period of \_\_\_\_\_ days upon opening of the quotation;
- Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
- Transaction with Department of Education Region I shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
- Failure to comply with these conditions shall mean disqualification of your bid proposal.
- For queries or clarifications, you can contact us via email:  
**procurement.region1@deped.gov.ph**

**SUPPLIER/CONTRACTOR/CONSULTANTS CERTIFICATION**

Date: \_\_\_\_\_

After having carefully read and accepted Your General Conditions, I/We quote you on the item/s at price/s noted above for immediate delivery and shipment which can be made in \_\_\_\_\_ days from receipt of the Purchase Order

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**Print Name & Signature of Authorized Representative**

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**Company Tel./Fax/Mobile No.**

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**Company Tax Identification No. (TIN)**



Flores St., Catbangen, City of San Fernando, La Union  
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 DepEd Region I region1@deped.gov.ph  
 www.depedregion1.com

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