Republic of the Philippines
Department of Education
REGION I

REQUEST FOR QUOTATION / PROPOSAL

DATE : October 20, 2026
RFQ NO. : 2026-10-0223P
PR NO. : 2026-10-0196P
PHILGEPS REF NO. :

Name of Company

Complete Company Address

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 ***October 26, 2026 at 2:00PM*** *Bids and Awards Committee, DepED Regional Office City of san Fernando, La Union*

RHODA T. RAZON
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

Lot NO.	ITEM DESCRIPTION (Item Name & Technical Specification)	QTY.	UNIT	APPROVED BUDGET OF THE CONTRACT (ABC)	SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX			
					FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL	
					UNIT PRICE	TOTAL PRICE	YES	NO
	Procurement of Information Technology Equipment and Devices	**1**	**Lot**	**674,190.00**				
I.	**LAPTOP** Processor: Al least Intel Core i5 12th Gen; or At least AMD Ryzen 5 5000 series or equivalent Memory: At least 16 GB RRAM Storage: At least 500 GB SSD Screen Size: Minimum 13" Screen Resolution: Minimum 1920x1080 (Full HD), 1080p LED Screen Mirroring: Must be wireless and built-in Weight: Maximum weight of 2.2 kg Keyboard: US English Layout (QWERTY), Buit-in standard size, Backlit Ports: At least 1xUSB-Type C Speakers: Built-in stereo speakers Camera: Built-in 720 HD (minimum) Network: 802:11 b/g/n (Wi-fi 4), 802:11 ac (Wi-fi 5); 802:11 ax (Wi-fi 6) Bluetooth: At least Bluetooth 5.0 Power Adapter: Type C or standard Auto Volt AC/DC Adapter Operating System: Windows II Home/Pro Accessories: Laptop Bag Warranty: 1 year	7	pcs					
	ALL-IN-ONE PC 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: Integrated Graphics LAN, Wi-Fi, Bluetooth: Yes Webcam: at least 2.0 MP Audio: Built-in speakers and array microphone Wireless keyboard and mouse Microsoft Office Home & Student 2021 or Office 365 Basic 1-Year Warranty	3	pcs					
	MONOCHROME LASER PRINTER Print Speed (A4): Up to 18 ppm Monthly Print Volume: 200 - 800 pages Print Resolution: 600 x 600 dpi Interface: USB 2.0	12	pcs					

	ALL-IN-ONE-TANK PRINTER WITH ADF 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	**3**	**pcs**					
	UNINTERRUPTIBLE POWER SUPPLY (UPS) Capacity: 850VA Built-in AVR Voltage: 140 - 300V ± 5% Universal Outlet Short Circuit Protection: Yes Surge Protection: Yes	**4**	**pcs**					
	(see attached TOR)							
	Note: Read the General Conditions on the 2nd page							

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GENERAL CONDITIONS

1. All entries must be typewritten and/or written legibly;
2. **Bidders must submit certificate of PHILGEPS Registration ;**
3. Bidders must submit the following documentary requirements
   a. **Business permits/ Mayor's permit**
   b. **Latest Income Tax Return**
   c. **Notarized Omnibus Sworn Statement**
4. Place this RFQ in a **sealed envelope** and type the following details on the face of the envelope:

   Your Company Name
   RFQ No.
   PR No.
   PHILGEPS Reference No.

5. **Delivery period must be within 30 to 40 calendar days upon receipt of Notice to Proceed (NTP).**
6. Item/s delivered must have warranties for unit replacements, parts, labor or other services;
7. Price validity shall be for a period of _____ **days upon opening of the quotation**;
8. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
9. **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;**
10. Failure to comply with these conditions shall mean disqualification of your bid proposal.
11. For queries or clarifications, you can contact us via email: **procurementunit.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 **Notice to Proceed/Contract Agreement**

Print Name & Signature of Authorized Representative

Company Tel./Fax/Mobile No.

Company Tax Identification No. (TIN)

TERMS OF REFERENCE (TOR)

I. Project Title: Procurement of Information Technology Equipment and Devices

II. Background

The Department of Education Regional Office I, Office of the Regional Director- Information and Communication Technology Unit requires the acquisition of Information Technology (IT) equipment and devices to support daily operations, improve service delivery, enhance productivity, and ensure efficient implementation of information systems and digital transformation initiatives. The procurement aims to replace obsolete equipment and provide additional IT resources to support personnel and organizational requirements.

III. Objective

The project aims to procure and deploy IT equipment and devices that will:

1. Enhance operational efficiency and productivity.
2. Support office automation and digital services.
3. Improve information management and communications.
4. Provide reliable and secure computing resources for end-users.

IV. Scope of Work

The supplier shall provide, deliver and test the required IT equipment as specified in this TOR and the approved Technical Specifications.

The project includes:

- Supply and delivery of brand-new IT equipment.
- Conduct of testing and acceptance procedures.
- Provision of warranty and technical support.

V. Technical Requirements

Laptop
Processor: Al least Intel Core i5 12th Gen; or At least AMD Ryzen 5 5000 series
Memory: At least 16 GB RRAM
Storage: At least 512 GB SSD
Screen Size: Minimum 13"
Screen Resolution: Minimum 1920x1080 (Full HD), 1080p LED
Screen Mirroring: Must be wireless and built-in
Weight: Maximum weight of 2.2 kg
Keyboard: US English Layout (QWERTY), Buit-in standard size, Backlit
Ports: At least 1xUSB-Type C
Speakers: Built-in stereo speakers
Camera: Built-in 720 HD (minimum)
Network: 802:11 b/g/n (Wi-fi 4), 802:11 ac (Wi-fi 5); 802:11 ax (Wi-fi 6)
Bluetooth: At least Bluetooth 5.0
Power Adapter: Type C or standard Auto Volt AC/DC Adapter
Operating System: Windows II Home/Pro

Accessories: Laptop Bag
Warranty: 1 year

All-in-One PC
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: Integrated Graphics
LAN, WiFi, Bluetooth: Yes
Webcam: 2.0 MP
Audio: Built-in speakers and array microphone
Wireless keyboard and mouse
Microsoft Office Home & Student 2021 or Office 365 Basic
Warranty: 1 year

Monochrome Laser Printer
Print Speed (A4): Up to 18 ppm
Monthly Print Volume: 200 - 800 pages
Print Resolution: 600x600 dpi
Interface: USB 2.0
Warranty: 1 year

All-in-One Ink Tank Printer with ADF
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
Warranty: 1 year

Uninterruptible Power Supply (UPS)
Capacity: 850VA
Built-in AVR
Voltage: 140 - 300V ± 5% Universal Outlet
Short Circuit Protection: Yes
Surge Protection: Yes

VI. Qualification Requirements

The prospective bidder/supplier must:

1. Be duly registered with the appropriate government regulatory agencies.
2. Have experience in supplying similar IT equipment.
3. Submit all documentary requirements prescribed under applicable procurement laws and regulations.
4. Be an authorized dealer, distributor, or reseller of the offered products.

VII. Delivery Requirements

1. Delivery period shall be within **thirty (30) to forty (40) calendar days** from receipt of Notice to Proceed (NTP).
2. Delivery shall be made at:
   Department of Education Regional Office 1
3. All items shall be brand new, unused, and in original manufacturer's packaging.

VIII. Warranty and After-Sales Support

The supplier shall:

1. Provide warranty for all supplied equipment.
2. Repair or replace defective units within the warranty period at no additional cost.
3. Provide technical support during office hours.
4. Respond to service requests within **24 to 48 hours** from notification.

IX. Inspection and Acceptance

Acceptance shall be subject to:

- Physical inspection of delivered items.
- Verification of compliance with technical specifications.
- Functional testing.
- Submission of manuals.

The End-User Unit and Inspection Committee shall certify the acceptance of the delivered items.

X. Responsibilities of the Supplier

The supplier shall:

- Ensure compliance with all specifications.
- Deliver complete and functional equipment.
- Replace defective or non-compliant items.
- Provide user manuals and warranty documentation.

XI. Responsibilities of the End-User/Office

The End-User Office shall:

- Facilitate inspection and acceptance.
- Verify compliance with specifications.
- Process payment upon satisfactory delivery and acceptance.

XII. Approved Budget for the Contract (ABC)

The Approved Budget for the Contract (ABC) is:
Php 674,190.00 (inclusive of all applicable taxes, delivery, installation, and incidental expenses)

XIII. Payment Terms

Payment shall be made in accordance with government accounting and auditing rules and regulations after complete delivery, inspection, and acceptance of the items.

XIV. CONTACT PERSON/S

Name: Sammy C. Legaspi/ German P. Junio
Position: ITO I/CP I
Office: ORD-ICT Unit
Contact Numbers: 09275063464/09081269123
Email Address: ictu.region1@deped.gov.ph