Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

BIDS AND AWARDS COMMITTEE

Request for Quotation for Goods and Services

Date: **November 19, 2026**

Purchase Request No. : **2026-210**

To: All Eligible Suppliers

Please quote your lowest price on the items below, subject to the general conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **November 23, 2026** in the return envelope attached herewith.

MARY JEAN S. ROMERO
BAC Chairman

_____
Signature over Printed Name
Canvasser _

TERMS & CONDITIONS

A. Submission of Requirements

1. All entries in the RFQ form must be accurate and legibly written. The RFQ and other requirements stated herein shall be submitted in a sealed envelope to the Bids & Awards Committee (BAC) at BAC Office, DepEd SDO Catanduanes, San Roque, Virac, Catanduanes.
2. Document requirements: *(Suppliers who had contract/s with SDO Catanduanes previously and whose documents are still valid may no longer submit these)*
    a. Philgeps Registration
    b. DTI/SEC Registration
    c. Mayor's Permit/Business Permit
    d. Tax Clearance Certificate
    e. PCAB License *(for Infrastructure Projects)*

B. Evaluation of Quotations

1. Quotation shall be compared and evaluated based on the following criteria:
    a. Completeness of Submission
    b. Compliance with Technical Specifications
    c. Price (to be denominated in Philippine peso shall include all taxes, duties and/or levies payable).
2. Quotations exceeding the Approved Budget for the Contract shall be rejected.
3. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BAC 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.

C. Award

1. The Supplier who submitted the lowest calculated responsive quotation shall be awarded the Purchase Order after evaluation by the BAC.
2. Prior to award, an Omnibus Sworn Statement must be submitted by the Supplier.
3. Once Purchase Order is awarded, the photocopy of bank account number of the Supplier's Company must be submitted *(preferably Land Bank, if available)*

D. Delivery

1. Delivery of goods shall be made within 7 calendar days from the date of the receipt of the Purchase Order.
2. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
3. Deliverables shall be delivered to the SDO Catanduanes or wherever the Project Site is defined, cost to the account of supplier. Risk and title pass from the supplier to the purchaser upon inspection, receipt and final acceptance of the goods at Project Site.
4. Upon the delivery of goods to the project site, the supplier shall notify the purchaser and present the following documents:
    a. Original and 4 copies of the Supplier's Invoice showing the goods description, quantity, unit price and total price.
    b. Original and 4 copies of Delivery receipts
    c. Original Statement of Accounts
    d. Approved Purchase Order
    e. Warranty Certificate

E. Instructions

1. Supplier shall be responsible for the source(s) of its Goods/Equipment and shall make the deliveries in accordance with the schedule and specifications of the award or purchase order. Failure of the supplier to comply with this provision shall be a ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier shall pick-up the Purchase Order issued in its favor within three (3) calendar days from the date of receipt of notice. A telephone call, text message, email or use of messaging app shall constitute an official notice to the Supplier. Thereafter, if the Purchase Order remains unclaimed, the purchase shall be cancelled.
3. Supplier who accepted a Purchase Order but failed to deliver the required Goods within the time called for in the purchase order shall be disqualified from participating in DepEd's future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under RA 12009 and it's IRR against the supplier.
4. Rejected deliveries shall be construed as non-delivery and shall be replaced by the Supplier subject to liquidated damages for delayed deliveries.
5. All duties, excise taxes and revenue charges shall be paid by the Supplier.
6. All transactions are subject to withholding of creditable Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.
7. All pages of the Request for Quotation shall be initialed by the bidder/supplier to ensure that terms and conditions were read and to protect the BAC from any insinuation of tampering with the said documents.

F. Inspection

To confirm their conformity to the technical specifications all deliveries by supplier shall be subject to inspection and acceptance by the DepEd Inspectorate team and the end-user. And, all costs of the necessary laboratory tests undertaken by DepEd on the goods shall be to the account of suppliers.

G. Liquidated Damages

A penalty of one-tenth of the percent (0.001) of the total value of the undelivered goods shall be charged as liquidated damages for every day delay of the delivery of the purchased goods. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity concerned may rescind the contract, without prejudice to other courses of action and remedies open to it.

H. Warranty

Warranty shall be for the period of six (6) months for supplies and materials and one year in case of equipment, reckoned from date of acceptance of the goods at project site.

I. Payment

One hundred percent (100%) of the contract price shall be paid to the Supplier after acceptance of the goods at project site and submission of the required supporting documents provided under letter *D. Delivery*.

The Bids and Awards Committee:

After having carefully read and accepted your Request for Quotation and its Terms and Conditions, I/We quote you on the item/s at price noted in this RFQ. The quotation shall be binding upon us for thirty (30) calendar days reckoned from the last day of submission indicated in the Submission Requirement. The corresponding Award or Purchase Order shall be accepted by us within 3 days from notification by DepEd SDO Catanduanes BAC.

Approved Budget of the Contract for this project: **PhP 628,400.00**

ITEM NO.	ITEM DESCRIPTION	QTY	UNIT	ESTIMATED UNIT PRICE	State COMPLY or NOT COMPLY	UNIT PRICE	TOTAL PRICE
	Procurement of SDO IT Equipment/Devices (Upgrading of Hardware & Systems)						
1	POE Access Point (RG-RAP2260(G), AX1800 Dual Band Gigabit Ceiling Mount Access Point Wifi 6) - Rujie	3	pcs	*9,500.00*			
2	Portable mini PC (Branded and Brand New) Specifications: 13th Gen Intel Core i5 or higher processors, up tp 64GB dual-channel DDR4-3200 SODIMMs memory, Intel R Iris R Xe graphics or IntelR UHD graphics, M.2 slots for PCIe x4 Gen 4 NVMe SSD and second SSD (select SKUs support third SSD), 3x USB 3.2 ports, 1 USB 2.0 port, 2x HDMI 2.1 TMDS Compatible, IntelR i225-V Ethernet for speeds up to 2.5 Gbps and IntelR Wi-fi 6E AX211 (Gig+), tolerates 0-40o C external ambient operating temperatute, All USB ports with individual USB power control	2	pcs	*24,000.00*			
3	Desktop Computer (Brand New and Branded) Intel Corei5 or its equivalent, Graphics: NVIDIA GeForce 5090, 32GB RAM, ITB SSD, OS-Windows 11, Windows OS Server compatible 23" FHD Monitor Included: wireless keyboard	2	sets	*49,900.00*			

ITEM NO.	ITEM DESCRIPTION	QTY	UNIT	ESTIMATED UNIT PRICE	State COMPLY or NOT COMPLY	UNIT PRICE	TOTAL PRICE
4	2000VS-1800W Uninterruptible Power Supply Branded	3	pcs	*10,000.00*			
5	Touch Screen Monitor for heavy usage (Screen size: 24 inches, Resolution: 1920x1080 pixels, Panel type:IPS, Brightness: 250cd/m2, Display Connectivity:HDMI. Display port, VGA	1	pc	*30,000.00*			
6	High-Speed Heavy-duty professional Desktop Network Document Scanner	1	pc	*35,000.00*			
7	Wifi Router-branded – Tri-Band Wifi 7 Router-speeds up to 9,700 Mbps over Tri-Band channels, built for extreme network pipelines, it features one (1) utra-fast 10G WAN/LAN port alongside 2.5G interfaces.	1	pc	*17,000.00*			
8	Wifi Router- branded- up to 3,600Mbps Dual-band Wifi 7 transmission speed, Ports: 1x20W USB port, 1x2.5G WAN/LAN port, and standard Gigabit LAN configurations	3	pcs	*7,000.00*			
9	Wifi Router adaptor (12V)	3	pcs	*800.00*			
10	Hign- Definition Dual-Orientation Mobile Infoboard Monitor with Floor Stand Screen Size: Minimum 45 inc., Resolution: 4K UHD (3849x2160) active matrix panel, Screen Orientation System: must feature a seamless 90-degree rotation hinge mechanism allowing the user to pivot the display between standard (horizontal) and portrait (vertical) orientations safety without dismantling the hardware, Stand Configuration: Heavy-duty, stable vertical floor stand base, Mobility: Equipped with integrated, smooth-rolling caster wheels(min 4 wheels) to allow relocation and adjustable with safety manual locking brakes, Operating System: Built0in Smart TV platform(e.g., Android TV, Google TV, WebOs, or equivalent smart interface), PC-free Media Looping: Must support autoactive looping of image files(JPEG, PNG) and video formats (MP4) directly from a standard USB flash drive via built-in USB media player slot, Wireless Casting:Built-in dual band Wi-Fi(2.4GHz/5GHz) supporting wireless screen mirroring, Physical Inputs: Min of 2xHDMI ports and 1xUSB host port, Power Supply: Built in rechargeable Lithuim-Ion battery pack-220V-240V, 50Hz/60Hz, Runtime: must deliver a min of three (3) hours of continuous cordless playback to support outdoor morning assemblies or temp blackouts without dropping communications lines, Warranty Period: min of one (1) year comprehensive warranty covering parts, panel & local service labor.	1	pc	*30,0000.00*			
11	Wireless Professional UHF Microphone (branded) 2 pcs microphone with Bluetooth features and rechargeable	1	set	*2,500.00*			
12	Portable Professional Trolley Speaker waterproof-bluetooth/USB/SD/FM, rechargeable, 2 UHF wireless mic/1800W/10x2 woofer	1	pc	*10,000.00*			

ITEM NO.	ITEM DESCRIPTION	QTY	UNIT	ESTIMATED UNIT PRICE	State COMPLY or NOT COMPLY	UNIT PRICE	TOTAL PRICE
13	HDMI Splitter Amplifier Duplicator 4 way 1x4 Hub 1 in 4 out 3D 1080p 4K Ultra HD 4 port 2 port	1	pc	*25,000.00*			
14	HDMI Wireless Video Extender 50M 5.8 Ghz 1080P Wifi Video Transmitted and Received Support 1 in 4 output	1	pc	*3,500.00*			
15	Micro 4 Channel HDMI & DP Display port Video Switcher for Live Streaming Recording HVS 401E	1	pc	*28,000.00*			
16	Revelator io44 USB-C Audio Interface for music production and streaming with built-in mixer compatible with PC & Laptop	1	pc	*9,000.00*			
17	Micro SD Card-1 TB for DLSR Camera high quality	2	pcs	*5,000.00*			
18	Camera tripod Aluminum Alloy Tripod with 3-way Pan Tilt Head up to 8kg load capacity for video and photo DSLR cameras	1	pc	*3,000.00*			
19	5-person full-duplex wireless headset intercom system	1	set	*39,000.00*			
20	16 port POE switch w/ cloud management & 2 port	2	pcs	*18,000.00*			
21	USB Capturing Biometric Fingerprint Reader/Scanner/Sensor Scanner size: approximately 79mm x 49mm x 19mm • Compatible USB 1.0,1.1,2.0 • Power supply voltage: 5.0V + / - 25V USB • When hang: 2 ma (Max) • Drive support: Windows98, Me, NT4.0, 2000, XP, Vista, WIN7	2	pcs	*6,000.00*			
22	CAT6 UTP Cable (305m, 23WG, Solid Pure Copper)	2	roll	*17,600.00*			
23	CAT6 FTP RJ45 Pass through metal shield RJ45 connector (1box-100 pcs)	2	box	*1,500.00*			
24	Heavy duty industrial grade nylon cable tie zip ties 4 x 100mm, 4 x 150mm, 4 x 200mm, 4 x 250mm assorted size and colors	100	pcs	*5.00*			
25	LAN cable adapter female to female connector couple for Ethernet RJ 45	50	pcs	*50.00*			
26	8 multi-directional AC outlets, 4 smart USB-A ports, 1 high-output 15W max USB-C port, and heavy-duty 3-meter flat cord	2	pcs	*3,000.00*			
27	PET Card Sheets (A4 200 x 300mm) 50 sets per box 800 microns	5	sets	*1,500.00*			
28	Network Switch hub 5 ports gigabit RJ45 Ethernet	4	pcs	*2,000.00*			
29	HDMI splitter 1 in 4 out 4K HD with power supply (good quality)	3	pcs	*1,500.00*			
30	HDMI splitter 2 in 8 out 4K HD with power supply (good quality)	1	pc	*2,500.00*			
31	Crimping tool insulated wire strippers pliers for RJ45 (heavy duty)	2	pc	*1,500.00*			
32	450 ml rust remover spray for desktop/laptop	5	pcs	*900.00*			
33	Electric cordless air blower 2in1 vacuum cleaner blowing dust collecting for desktop/laptop	1	pc	*1,000.00*			
34	18 in 1 cleaning kit for Desktop and Laptop with organizer, mat pad and portable lamp	1	pc	*1,500.00*			
35	QR Scanner/Reader	1	pc	*2,000.00*			
36	Multi-functional Printer-EcoTank all in one printer (print, scan, copy, fax with ADF), capable of handling	1	pc	*22,000.00*			

ITEM NO.	ITEM DESCRIPTION	QTY	UNIT	ESTIMATED UNIT PRICE	State COMPLY or NOT COMPLY	UNIT PRICE	TOTAL PRICE
	a variety of paper sizes including legal size, letter, A3, etc., with LCD screen, uses pigment ink, can print remote/wireless						
37	Wireless microphone active noise cancelling mic for audio and video recording (branded)	1	pc	*5,000.00*			
	Terms and Conditions for the Supplier:						
	1. All ICT equipment, devices, components and accessories shall be brand-new, genuine, unused, and complaint with the approved technical specifications. 2. All items shall be compatible with the intended SDO ICT equipment and systems, particularly those intended for upgrading, repair, or replacement 3. The supplier shall deliver the complete quantity, standard accessories, documentation, licenses, and warranty, where applicable, within the prescribed delivery period. 4. All delivered items shall be subject to inspection, testing and acceptance by authorized SDO personnel. 5. Defective, damaged, incompatible, or non-complaint items shall be replaced by the supplier at no additional cost to the SDO 6. The supplier shall provide the required manufacturer/supplier warranty and after-sales technical support. 7. Where required, installation, configuration and testing shall be performed by the supplier to ensure proper operation of the equipment. 8. Payment shall be processed only upon satisfactory delivery, inspection, acceptance and submission of complete supporting documents, subject to applicable government accounting, auditing and procurement rules.						
	***						
						TOTAL	

Note: Any interlineations, alteration/ erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.

Supplier's Company Name: _____

Philgeps Registration Number: _____ **TIN** _____

Address: _____

Telephone/Cellphone Number: _____ **Email:** _____

Supplier or Authorized Representative: _____

Signature over Printed Name: _____ **Date:** _____

Note: A Special Power of Attorney is required for the Authorized Representative

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