

**REQUEST FOR QUOTATION**  
**No. 1 2025-08-249**

August 14, 2025

**To: All Eligible Bidders**

1. Please quote your lowest price inclusive of VAT on the items listed below, subject to the Terms and Conditions of this RFQ. Submit your quotation duly signed by your authorized representative at the DepEd Division of Zamboanga Sibugay, Pangi, Ipil, Zamboanga Sibugay not later than **AUG 18 2025**. Receipt of at least one (1) of this quotation is sufficient to proceed with the evaluation.

**2. Term and Conditions**

- a. All entries must be **READABLE/ TYPEWRITTEN**.
- b. Please fill up the blank section/ columns (Unit price, total price including the grand total).
- d. Price validity must be within sixty (60) calendar days.

**Note:** Eligibility requirements must be attach in every Request for Quotation and duly authenticated or certified true copy for the following documents:

- Mayor's Permit
- Philgeps Registration Member
- Income/Business Tax Return for ABC's with 500,000.00 and above
- Omnibus Sworn Statement for ABC's with 50,000.00 (for winning bidder)

c. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment and other services from date of acceptance by the procuring entity.

**FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR BID PROPOSAL**

3. Quotation that exceeds the Approved Budget for the Contract (ABC) shall be automatically disqualified.

  
**MA. COLLEEN L. EMORICHA, EdD., CESO VI**  
 BAC Chairman

**Note:** The Head of the Procuring Entity reserves the right to review the quotation of the bidders and reject any and all bids, declare the failure of the procurement process at any time prior to the contract award or not to award the contract pursuant to existing guidelines, without incurring any liability.

Please return in sealed envelope and indicate the RFQ number

Item No.	Unit	Item Specification	Quantity	Unit Price	Total Price
	piece	<b>LAPTOP</b>	1		
		Specifications: Intel® Core™ Ultra 5 Processor 125H 16GB RAM 512 GB SSD 14.0" display with OLED (Organic Light-Emitting Diode) technology Intel® ARC™ Graphics Windows 11 Home Microsoft Office for Home and Students 2021 Supports Fast Charging Technology			
	piece	<b>PRINTER WITH SCANNER</b>	1		
		Specifications: Functions: Print/Scan/Copy/Fax (A3 duplex support) Print Speed (ISO): 25 ppm mono/12 ppm colour Max Speed (plain A4): 32 ppm mono/22 ppm colour Resolution: 4,800 x 2,400 dpi			
		Paper Handling/Scan, Copy & Fax Specs: Input: Two trays (up to 500 sheets total) ADF: 50 page (duplex for A3/A4) Output tray: 125 sheets Supported Sizes: A3-A6, B4/B5, various envelopes, custom sizes USB 2.0, Ethernet (100 Base TX), WiFi (b/g/n), WiFi Direct Mobile Printing: iPrint, AirPrint, Mopix, Email Print, Scan to Cloud			
	piece	<b>SCANNER</b>	1		
		Specifications: High Speed Desktop Scanner for Small Office & Home Office Professionals (Refurbished) Single and Double-sided scanning up to 40ppm 60 page capacity auto document feeder Added value with bundled software			
	ABC	79,000.00			
Purpose: <b>To be used by the newly-hired Technical Assistant for School Sites Tiding.</b>					
Suppliers Company Name:			Date:		
Address:			Tel. No.:		
TIN Number:			Cell. No.:		
Supplier's Signature Over Printed Name:			Email Add:		
			Fax No.:		