



Republic of the Philippines  
**Department of Education**  
REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

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Date: December 10, 2025  
RFQ No.: 2025-11-409

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Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Store/Shop: \_\_\_\_\_  
Address: \_\_\_\_\_  
TIN: \_\_\_\_\_  
PhilGEPS Registration Number (**required**): \_\_\_\_\_

The Department of Education - Regional Office IX, through its Bids and Awards Committee (BAC), intends to Procurement of ICT Equipment and Office Furniture to be used for Delivery Unit Office in accordance with Section 34 Small Value Procurement of the RA 12009.

Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than 1:30 PM, December 16, 2025. Along with the quotation/proposal, kindly submit a copy of your PhilGEPS Registration Number and Mayor's/Business Permit.

A valid **Certificate of PhilGEPS Registration** (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.

A notarized **Omnibus Sworn Statement** (GPPB-prescribed form) will also be required to be submitted prior to award.

Open quotations may be submitted, manually or through facsimile or email at the address indicated below.

For any clarification, you may email us at [region9.bac@deped.gov.ph](mailto:region9.bac@deped.gov.ph)

**DR. GREGORIO CYRUS R. ELEJORDE, CESO V**  
BAC Chairman

Procurement of ICT Equipment and Office Furniture to be used for Delivery Unit Office	ABC	₱248,307.00					
<b>BIDDER'S STATEMENT OF COMPLIANCE</b>		Please fill up with either: "Comply" or "Not Comply"					
<b>TECHNICAL SPECIFICATIONS</b>							
<b>TECHNICAL SPECIFICATIONS:</b> (Please check the box for the availability of the specifications)	STATEMENT OF COMPLIANCE ("Comply" or "Not Comply")	REMARKS: Offered Technical Specifications / Services					
Office Table Dimensions: L140cm x W70cm x H75cm Color: Dark Mahogany Steel Frame: Laminated Top MDF Table Top One, 2.0 - 2.5 inches hole desk grommet							
Executive Chair Mid Back, Ergodynamic, Faux Leather, Soft Cushioned pass, 360 degrees swivel with armrest Weight capacity: 100kg minimum Color: Black							
Branded Laptop Computer Processor: M2 chip for amazing performance, 8 core CPU with 4 performance cores and 4 efficiency cores, up to 10-core GPU 16-core Neural Engine RAM: 16GB of unified memory Storage: 256GB superfast SSD Battery: 18 hours of battery life Display Size: 13.6 inch (diagonal) liquid retina display Camera: 1080p facetime HD camera Three microphone array, Wi-Fi 6 (802.11x) Bluetooth 5.6, two thunderbolts ports for charging and accessories, backlit magic keyboard and touch ID for secure unlock OS: macOS Warranty: 1 year							
Printer with document feed scanner Print, Scan, Copy, Fax with ADF Compact integrated tank design High Yield ink bottles Spill-free, error-free refilling Wi-Fi, Wi-Fi Direct Borderless printing up to 4R							
*** <i>nothing follows</i> ***							
<b>Terms of Payment:</b>							
Payment shall be made through LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.							
<b>Payment Details:</b>							
Banking Institution:							
Account Number:							
Account Name:							
Branch:							
<b>YOUR QUOTATION:</b>							
Summary of Approved Budget							
Item	Qty.	Unit	Unit Price	Item	Qty.	Unit Price	Total

\*\*\* *nothing follows* \*\*\*

## TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation(s) must be *valid for a period of thirty (30) calendar days* from the date of submission.
3. Price quotation(s), to be denominated in Philippine peso include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest 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.
6. 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).
7. The item(s) shall be delivered according to the requirements specified in the Technical Specifications.
8. The Technical Working Group (TWG) shall have the right to inspect and/or test the item(s)/goods to confirm their conformity to the technical specifications.
9. 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.
- 10. 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 contractor. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account 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 contractor's account.**
11. 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 BAC shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other course of action and remedies open to it.

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Signature over Printed Name

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Position/Designation

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Office Telephone No.

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Fax/Mobile No.

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Email Address



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## CANVASS FORM

This is to certify that I have received from the canvasser of the DepEd RO-IX, Regional Government Center, Balintawak, Pagadian City, a copy of RFQ No. 2025-11-409 dated December 10, 2025 as indicated by my signature hereunder.

Bidder/Supplier/Dealer	Name	Signature	Date

I HEREBY CERTIFY THAT I HAVE DELIVERED A COPY OF RFQ No. 2025-11-409  
dated December 10, 2025 to be opened on December 16, 2025 to the above  
bidders/suppliers/dealers.

ARSENIA S. SAGARAY  
Canvasser