

REQUEST FOR QUOTATION

Date : October 8, 2026
RFQ No. : 2026-089
PR No. : 2026-OSDS-09-105
ABC : Php674,588.00

Business Name : _____
Business Address : _____
Business/Mayor's Permit No. : _____
TIN No. : _____
PhilGEPS Registration No. : _____

The DEPARTMENT OF EDUCATION - SCHOOLS DIVISION OF CALBAYOG CITY , through its Bids and Awards Committee (BAC), intends to procure:

***PROCUREMENT OF ESSENTIAL NETWORK HARDWARE, SERVER INFRASTRUCTURE,
SOFTWARE LICENSES, AND IT PERIPHERALS***

through SMALL VALUE PROCUREMENT of the Implementing Rules and Regulation of Republic Act No. 12009.

Please submit your proposal for the item/s described and required herein, subject to the compliance with the Terms and Conditions provided on the Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative on or before **10:00 AM of OCTOBER 12, 2026** addressed to.

Please quote your best offer for the item/s described herein addressed to:

JUN-NILOU D. DULFO, PhD
Officer In-Charge
Assistant Schools Division Superintendent
Chairperson, Bids and Awards Committee
Brgy. Hamorawon, Calbayog City

Pursuant to Appendix A "Documentary Requirement for Small Value of Procurement of IRR of RA 12009, the following documents are required to be submitted along with your proposal on the above set deadline or before the issuance of Notice of Award.

DOCUMENT	
Mayor's or Business permit (2026)	In case not yet available, you may submit your expired 2025 Mayor's or Business Permit with the Official Receipt of renewal application, However, a copy of your 2026 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment
Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)	If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement (in the prescribes template) subject to compliance therewith after award of contract but before payment
Income/Business Tax Return	Current and valid for the length of the project's execution
PhilGEPS Certificate	Current and valid for the length of the project's execution

For any clarification, you may send it to calbayogcity.bac@deped.gov.ph.

(SGD)RINA M. ABOGANDA

Head, BAC Secretariat

INSTRUCTIONS

Note: Failure to follow these instructions will disqualify your entire quotation.

- 1.) Do not alter the contents of this form in any way.
- 2.) The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use of refer to the latest version of the RFQ. Except when the latest version of the RFQ only pertains to deadlines extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e, a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

- 3.) All mandatory technical specifications (with asterisk) must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/ disqualified.
- 4.) Quotations may be submitted through electronic mail at calbayogcity.bac@deped.gov.ph.
- 5.) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS AND CONDITIONS

- 1.) Bidders shall provide correct and accurate information required in this form.
- 2.) Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
- 3.) Price quotation/s must be valid for a period of forty-five (45) calendar days from the deadline of submission.
- 4.) Price quotation/s, to be denominated in Philippines Peso, shall include all taxes duties, and/or levies payable.
- 5.) Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 6.) In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DepEd-SDO 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.
- 7.) Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
- 8.) The item/s shall be delivered according to the accepted offer of the bidder.
- 9.) Item/s delivered shall be inspected on the scheduled date and time of the DepEd-SDO. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
- 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 supplier, contractor, or consultant 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 account of the supplier, if any, contractor, or consultant.
- 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 DepEd-SDO may terminate the contract, without prejudice to other courses of action and remedies open to it.
- 12.) The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under IRR of RA No. 12009.
- 13.) The RFQ Purchase Order (PO) and other related documents for the above-stated procurement projects shall be deemed part of the contract.

After having carefully read and accepted the Instruction and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

PROCUREMENT OF ESSENTIAL NETWORK HARDWARE, SERVER INFRASTRUCTURE, SOFTWARE LICENSES, AND IT PERIPHERALS							
STOCK NO.	UNIT	ITEM DESCRIPTION (ITEM NAME & TECHNICAL SPECIFICATION)	QUANTITY	UNIT PRICE	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL (INDICATE THE PRICE OFFER)	
						UNIT PRICE	TOTAL
1	lot	Procurement of essential network hardware, server infrastructure, software licenses, and IT peripherals					
		Switch	2	12,790.00	25,580.00		
		Core Switch	1	24,500.00	24,500.00		
		Access Point	10	5,990.00	59,900.00		
		UTP Cable	3	8,990.00	26,970.00		
		Web Hosting (1 year)	1	30,000.00	30,000.00		
		Keyboard wired	30	650.00	19,500.00		
		Mouse wired	30	350.00	10,500.00		
		Monitor 22"	5	5,350.00	26,750.00		
		DDR 4 8gb DIMM RAM	5	6,200.00	31,000.00		
		DDR 4 16gb 3200MHZ DIMM RAM	1	11,490.00	11,490.00		
		1TB NVME SSD 2230	1	15,800.00	15,800.00		
		Media Con	3	1,800.00	5,400.00		
		USb Display Adapter	2	1,200.00	2,400.00		
		HDMI to VGA Cable	2	650.00	1,300.00		
		Wireless HDMI	1	5,650.00	5,650.00		
		GPU	1	25,158.00	25,158.00		
		Cat6 RJ45 Connectors	2	750.00	1,500.00		
		*** FOR ENGAS SYSTEM ***			0.00		
		Desktop System Unit	1	75,000.00	75,000.00		
		Software OS (Windows Server 2025)	1	109,200.00	109,200.00		
		Software Database (SQL Server 2025)	1	91,990.00	91,990.00		
		Enterprise Router	1	75,000.00	75,000.00		
		TOTALS:			₱674,588.00		

FINANCIAL OFFER:

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after submission of Billing and Statement of Work Accomplishment. Bank Transfer fee shall be charged against the creditor account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name: (Should be the exact account name as registered in the bank: _____)

Branch: _____

Please quote your best offer for the item/s below. Please do not leave any blank items, indicate "0" if item being offered if for free.

PROCUREMENT OF ESSENTIAL NETWORK HARDWARE, SERVER INFRASTRUCTURE, SOFTWARE LICENSES, AND IT PERIPHERALS	
Approved Budget For Contract Sub-total	Total Offered Quotation (Inclusive of VAT)
SIX HUNDRED SEVENTY FOUR THOUSAND FIVE HUNDRED EIGHTY EIGHT PESOS AND SIXTY CENTAVOS	In Words:
₱674,588.00	In Figures:

Signature Over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email Address/es