



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
BIDS AND AWARDS COMMITTEE



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**Request for Quotation**

Date: **December 18, 2025**

Quotation No. **2025-12-075**

**To all Eligible Suppliers:**

- I. Please quote your lowest price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions of this RFQ, and submit your quotation duly signed by your representative not later than December 22, 2025 at The Bids and Awards Committee of Tagbilaran City Division. Upon receipt of at least three (3) quotations on or before the submission deadline, the BAC shall open the quotations. For more information, please call DepED-BAC at Telephone Nos.: 038-411-3297.

Very truly yours

**JOHN ARIEL A. LAGURA PhD**  
(Chair, Bids and Awards Committee)

ITEM NO.	ITEMS & DESCRIPTION	QTY.	UNIT PRICE	TOTAL PRICE
1	Optic Mark Reader (OMR) Hardware Scanner and Software	1	625,000.00	625,000.00
2	OMR Desktop Computer	1	245,000.00	245,000.00
	<b>TOTAL</b>			<b>Php870, 000.00</b>
<b>GRAND TOTAL Php 870, 000.00</b>				

### TECHNICAL SPECIFICATIONS

<b>OMR HARDWARE SCANNER AND SOFTWARE</b>	
<b>On brand for all</b>	
<b>Spec</b>	<b>Value</b>
Common standards	Bidders must submit supporting documents from the brand manufacturer to validate that the latter is: <ul style="list-style-type: none"> <li>• ISO 9001:2015 (Quality Management System) certified</li> <li>• ISO 14001:2015 (Environmental Management System) certified</li> </ul>
Authorized dealer	Bidders must submit supporting documents <u>from the brand manufacturer</u> to validate that the latter is an authorized reseller, e.g. product distribution certificate.
Warranty	At least 1 year parts and 2 years service;
App support	Bidders must provide an active URL of the brand manufacturer pointing to the brand's Android mobile print application that can be downloaded via Google Play Store.
Online support	Bidders must provide an official website domain belonging to the brand manufacturer where updated drivers and related software appropriate to the model being offered can be downloaded.
<b>For international brands</b>	
<b>Spec</b>	<b>Value</b>
International standards certifications	Aside from the common standards referred to above, international products offered must be: <ul style="list-style-type: none"> <li>• Certified by CE (Conformité Européenne)</li> <li>• Certified by FCC (Federal Communications Commission)</li> <li>• Energy Star-certified</li> </ul>
Global proven quality	Bidders must submit supporting documents from the brand manufacturer to validate that the brand (a) has existed for at least (3) years; and (b) maintains physical offices, service centers, or distribution hubs in at least five (5) countries other than the Philippines, with at least one (1) country from North America, one (1) country from Western Europe, and one (1) country from Asia-Pacific.

International warranty	Bidders must submit supporting documents from the brand manufacturer to validate that the brand maintains service centers from the locations previously specified (i.e. global quality) that exist for the purpose of facilitating warranty claims and technical assistance.
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**For Philippine-based brands**

Spec	Value
Local standards certifications	<p>Aside from the common standards referred to above, local brands must include:</p> <ul style="list-style-type: none"> <li>• Philippine Standard (PS) License</li> <li>• Philippine Standard (PS) Mark</li> <li>• SEC registration of the brand manufacturer</li> <li>• IPO trademark registration</li> <li>• NTC Certificate of the offered product brand and model</li> <li>• New Philippine Energy Label certificate or equivalent</li> </ul>

Local proven quality	Bidders must submit supporting documents from the brand manufacturer to validate that the brand (a) has existed for at least (3) years; and (b) maintains physical offices, service centers, or distribution hubs in at least six (6) provinces in the country, with at least one (1) province from Luzon, one (1) province from Visayas, and one (1) province from Mindanao.
Local warranty	Bidders must submit supporting documents from the brand manufacturer to validate that the brand maintains service centers from the locations previously specified (i.e. local quality) that exist for the purpose of facilitating warranty claims and technical assistance.
Demonstrable parity with international brands	Bidders must submit supporting documents from the brand manufacturer to demonstrate that such local brand is substantively at par with at least one international brand, as characterized in the categorization above, in terms of (1) print quality; (2) general aesthetic design; and (3) compliance with internet printing protocol.

**On service centers**

The bidder must have at least two (2) authorized service centers in different provinces per region they are bidding for. In the case of bid join for National Capital Region (NCR), the bidder must submit at least two (2) authorized service centers in two (2) different cities. Bidder shall provide the following:

1. List of authorized service centers;
2. Signed notarized contract agreement between the bidder and authorized service partner;
3. A valid and current Business permit of the service centers;
4. Authorized Service Centers contact details.

<b>On hardware</b>	
<b>Spec</b>	<b>Value</b>
Certifications	Product offered must either be: <ul style="list-style-type: none"> <li>• Certified by CE (Conformité Européenne); or</li> <li>• Certified by FCC (Federal Communications Commission)</li> </ul>
Features	<ul style="list-style-type: none"> <li>• User Friendly Control Buttons</li> <li>• Intuitive Indicators</li> </ul>
Automatic document feeder scan speed	At least 1800 sheets per hour
Auto document feeder capacity	At least 80 sheets
Scanning Resolution	At least 600x1200 dpi
Form width	50.8mm to 216 mm
Form length	50.8mm to 355.6mm
Scan file format	For text & images: PDF, PDF/A, Encrypted PDF, JPEG, PNG, BMP, TIFF, Word, Excel, PowerPoint, Text (.txt), Rich Text (.rtf), and Searchable PDF

Scanning options (ADF)	Single/double-sided-pass duplex
Memory (at least)	256 MB
Operating Systems Compatibility	Microsoft® Windows® (11,10, 8.1, 7, XP: 32-bit and 64-bit, 2008 R2, 2012 R2, 2016, 2019); MacOS (Catalina 10.15, Mojave 10.14, High Sierra 10.13); Linux (Ubuntu, Fedora, Debian, RHEL, Linux Mint, Open Suse, Manjaro); Citrix ready
Connectivity Standard	Ethernet 10/100/1000 Base-T, USB 3.0
Media weights, supported, ADF	40 to 210 g/m2
Power	100-240 volts AC (-10%, +6%): 50-60 Hz
Operating Temperature Range	10 to 35 degrees Celsius
Interface Standards	TWAIN and ISIS

**On Software**

<b>Spec</b>	<b>Value</b>
Scanner Software Capability	Has Optical Barcode Recognition (OBR) for capturing Barcodes
	Has Optical Mark Recognition (OMR) for Capturing Markings/Shades.
	Has Optical Character Recognition (OCR) for capturing Computerized Text
	Has Text Finder OCR Technology for flexible capturing text that is possible to appear in different locations
	Create a full-text index of the document content to make it searchable
	Able to integrate with Twain and ISIS scanner device
	Able to process a digital image from the watch folder
	With Background Processing Option (BPP) to automatically process and upload documents from different sources.
	Able to send output file to a Windows Folder, FTP, SFTP, Box, Dropbox, Google Drive, OneDrive
	Able to create output files of PDF, TIFF, Multi-Page, TIFF, JPEG, PNG, BMP
	Able to create an index output to .csv and .xml
	GUI-Based Designer and Administration Interface
	Requires User Authentication for access security
	Specifications
	Capable of applying Security Roles to limit access to specific configurations
	Compliance: Pass Product Testing Security (PPTS) assessment testing
	Compliance: Built-in industry-standard encryption technology,
	Built-in storage backup functions
	Able to define and expand the storage base when additional media is connected.
	Able to use NAS/SAN and Cloud Storage media
	Automatically compress scanned archive images
	Built-in schedule back-up function
	Can support the English language
	An unlimited number of folders/subfolders supported

	An unlimited number of Categories /Document Type/Libraries supported
	An unlimited number of documents supported per file cabinet
	Integrate with Microsoft Office Application (Word, Excel, Outlook)
	File Transfer Supports HTTP/HTTPS and DCOM
	System allows the definition of security on folder access
	System allows the definition of security for viewing the index data
	Allows Custom Permission sets (View /Delete /Print /Export)
	Polling of file folders for automatic import of documents
	Document Retention Function
	Convert scanned documents to other formats
	Keyword search via index words
	Supports wildcard search expressions
	Supports AND/OR searches
	Integration with Microsoft Office
	Support field calculation for decimal fields
<b>On Software Service Provider</b>	
<b>Spec</b>	<b>Value</b>
	The winning service provider shall provide the following services upon the issuance of the Notice to Proceed (NTP): <ul style="list-style-type: none"> <li>• Supply, Deliver, Install, Maintain, and Host the Optical Mark Recognition (OMR) Hardware Scanner and OMR Software.</li> <li>• Install and configure all applications on the dedicated desktop provided by DepEd.</li> <li>• Provide training or knowledge transfer to the concerned regional (ROs) and Schools Division Offices (SDOs) where the OMR hardware scanner and OMR software are supplied and delivered.</li> <li>• Provide after-sales services to the concerned regional (RO) and schools division offices (SDOs) where the OMR software/ scanning machines delivered.</li> </ul>

<b>On Accessories</b>	
<b>Spec</b>	<b>Value</b>
Cable	1x appropriate USB cable for direct connection to laptop / desktop
Power	1x appropriate power cable and/or adaptor
Packaging	Must be safely packed for transport and must permanently bear at least the brand and model of the offered unit in the packaging
Manual	Written in English Include Operations, Safety Procedure, Maintenance

## Technical Specifications

- **Standard Technical Requirements**
- **Desktop for Bureau of Education Assessment (Optical Mark Reader)**

For purposes of procurement, "Manufacturer documentary proof" is explicitly defined as unamended manufacturer's sales documents / literature including brochures, official online sources, or communication from the official email address of the brand manufacturer. These are considered documents under the column labeled "Evidence of Compliance" and should be submitted as proof of compliance during the bid opening.

### Standard Technical Requirements

All connected computing devices — including desktops, laptops, smartphones, tablets, and smart TVs — are subject to the common standard requirements outlined below.

<b>Requirement</b>	<b>Evidence of Compliance</b>
Product Model is certified NTC type approved with certificate and applicable registration number.	Copy of NTC Certificate
Brand manufacturer is certified ISO 9001:2015 (Quality Management System)	Manufacturer documentary proof
Brand manufacturer is certified ISO 14001:2015 (Environmental Management System)	Manufacturer documentary proof
Brand product line for device category to be procured has existed for at least three (3) years.	Manufacturer documentary proof
Product Model must be available and serviceable for at least five (5) years after delivery and acceptance. This includes parts of the product.	Certification from the brand manufacturer
Product Model must be at most three (3) years old from the date of the opening of the bid.	Manufacturer documentary proof
Product Model must be brand new upon purchase, must be current and not be "end of life" (EOL) as reflected in the current product line.	Manufacturer documentary proof
Ports must be natively available on the device and not require the use of an	Manufacturer documentary proof

external adapter or converter.	
Product Markings must be written in English.	Manufacturer documentary proof
Network supports 802.11b/g/n: Wi-Fi 4	Manufacturer documentary proof
Network supports 802.11ac: Wi-Fi 5	Manufacturer documentary proof
Screen Mirroring must be natively supported by the operating system without requiring third-party applications or external hardware.	Manufacturer documentary proof
Operating System must be actively supported by the manufacturer, demonstrated through regular security and feature updates. For newer models, proof of active support may also be shown via the manufacturer's update policy for other products of the same device category of the same brand.	Manufacturer documentary proof
Operating System must feature a built-in marketplace of apps, ensuring compatibility with a wide range of educational and/or productivity applications.	Manufacturer documentary proof
Product Manual/s must be written in English - includes all user manuals, printed and/or electronic copies.	Manufacturer documentary proof
Keyboard must be US English Layout (QWERTY)-style.	Manufacturer documentary proof

**Desktop for Bureau of Education Assessment: June 21, 2025**

Aside from the standard requirements set forth above, the following minimum technical requirements shall be required for Microsoft-based desktops for Optical Mark Reader:

**Comprehensive Global Review**

Requirement	Evidence of Compliance
Brand product line for device category to be procured must be well-reviewed.	See Product Review Requirement.

**Quality Assurance**

Requirement	Evidence of Compliance
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Brand manufacturer is a Microsoft authorized Direct OEM	Certification from Microsoft
Partner with Global Partner Agreement	and/or the brand manufacturer confirming the aforesaid partner status.
Brand manufacturer holds License Confirmation issued by Microsoft indicating the model and product being offered to DepEd are authentic and the manufacturer was given the right to preinstall and distribute the Microsoft Licenses under the GPA terms.	Certification from Microsoft and/or the brand manufacturer confirming the aforesaid partner status.
Brand manufacturer maintains physical offices, service centers, or distribution hubs in at least five (5) countries other than the Philippines, with at least one (1) country from North America, one (1) country from Western Europe, and one (1) country from Asia-Pacific.	Manufacturer documentary proof

### Sustainability

Requirement	Evidence of Compliance
Product must be compliant with ECMA-370 (The Eco Declaration) standard or an equivalent environmental specification.	Manufacturer documentary proof
Product is certified at least TCO 9.0	Manufacturer documentary proof
Product is certified EPEAT (Electronic Product Environmental Assessment Tool) – Gold Tier	Manufacturer documentary proof
Product is certified FSC (Forest Stewardship Council)	Manufacturer documentary proof

### Performance

Requirement	Evidence of Compliance
Processor must score at least 12000 on Geekbench 6 Processor Multi-Core Test	Manufacturer documentary proof
Memory must have at least 32 GB RAM	Manufacturer documentary proof
Storage must have at least 512 GB SSD	Manufacturer documentary proof

+ 2TB HDD	
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### Display

Requirement	Evidence of Compliance
Screen Size must be at least 20"	Manufacturer documentary proof
Screen Resolution must be at least 1920 x 1080 (FHD)	Manufacturer documentary proof

### Device

Requirement	Evidence of Compliance
Recovery Key must be set up to initiate restoration of the system to its original factory or pre-configured state.	Manufacturer documentary proof
Ports must have at least 1x HDMI or Micro HDMI	Manufacturer documentary proof
Ports must have at least 1 x USB Type C	Manufacturer documentary proof
Ports must have at least 5 x USB 3.0	Manufacturer documentary proof
Ports must have at least 1x Combo Audio Jack	Manufacturer documentary proof
Ports must have at least 1x Ethernet Port	Manufacturer documentary proof
Ports must have at least 1x PCIe x 16 Slot	Manufacturer documentary proof

### Wireless

Requirement	Evidence of Compliance
Network supports at least Bluetooth 5.3	Manufacturer documentary proof
Network supports 802.11ax: Wi-Fi 6	Manufacturer documentary proof

### Operating System

Requirement	Evidence of Compliance
Operating System must be Windows 11 Pro	Manufacturer documentary proof

### Accessory

Requirement	Evidence of Compliance
Power Cord must be at least 2 meters long	Manufacturer documentary proof
Mouse must be optical / laser	Manufacturer documentary proof
Mouse must be wireless	Manufacturer documentary proof

### Power

Requirement	Evidence of Compliance
Power Output Capacity must be at least 650 W	Manufacturer documentary proof
Power Supply Unit must be at least 80 PLUS Gold Certified	Manufacturer documentary proof

This is to submit our price quotations indicated above subject to the terms and conditions of this ISQ.

Supplier's Company Name:		TIN:			
Address:					
Telephone No.:		Fax No.:		e-mail:	
Supplier's Authorized Representative's Signature over Printed Name:			Date:		

## **II. Terms and Conditions**

### **A. Submission of Requirements**

1. Sealed quotations and other requirements stated below shall be submitted to the Bids and Awards Committee (BAC) at Tagbilaran City Division, Old City Hall Building, Tagbilaran City.
2. Supplier shall submit the following requirements:
  - a. Duly signed Invitation to Submit Quotation. Prices shall be quoted in Philippine Pesos.
  - b. G-EPS Registration Certificate
  - c. Valid Mayor's Permit
  - d. Latest audited financial statement
  - e. Bank deposit certificate and/or credit facilities
  - f. Sample of the printed materials being offered

### **B. Instructions**

1. This Quotation and the Supplier's written acceptance will constitute a binding Contract between Purchaser and Supplier. The Purchaser is not bound to accept the lowest or any Quotation received.
2. Quotation shall remain valid for a period of not less than ninety (90) calendar days after the deadline date specified for submission.
3. The price quoted by the Supplier shall be fixed for the duration of the bid validity and the contract.
4. Supplier shall be responsible for the printing of materials 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 ground for cancellation of the award or purchase order issued to the supplier.
5. Supplier shall pick-up the purchase order issued in its favor within three (3) calendar days from date of receipt of notice to that effect. A telephone call or fax transmission shall constitute an official notice to the Supplier. Thereafter, if the purchase order remains unclaimed, the purchase order shall be cancelled. To avoid delay in the delivery of the requesting agency's requirements, all defaulting suppliers shall be precluded from proposing or submitting substitute quotation(s) or item(s).
6. Supplier who accepted a purchase order but failed to deliver the required printed materials within the time called for in the purchase order shall be disqualified from participating in DepED or any of DepED units' future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR-A against the supplier.
7. A performance security of not less than ten percent (10%) of the contract amount in the form of Manager's or Cashier's check or Bank Guarantee

shall be submitted by the Supplier prior to the issuance of the Purchase Order for contracts amounting to Two hundred fifty thousand pesos (PhP250, 000.00) and above. The Performance security shall be released after the warranty period.

**(Note for Division BAC: This provision will not be applicable to Contracts amounting below Two hundred fifty thousand pesos (PhP250, 000.00)).**

8. Rejected deliveries shall be construed as non-delivery, and shall be replaced by the supplier subject to liquidated damages for delayed deliveries.
9. All duties, taxes, and other levies payable by the Supplier under the contract shall be included in the total price.

### **C. Award**

1. The Purchaser will award the Purchase Order to bidder whose offer has been determined to be substantially responsive and who offered the lowest evaluated price quotation. The bidder must have a liquid asset of at least 80% of the amount of contract under consideration for award.
2. The Purchaser reserves the right to accept or reject any quotation, and to cancel the process of competition and reject all quotations, at any time prior to the award of the Purchase Order, without thereby incurring any liability to the affected Supplier(s) or any obligation to inform the affected Supplier(s) of the grounds for the Purchaser's decision.
3. The Supplier whose quotation has been accepted will be notified by the Purchaser prior to the expiration of the validity period of the Quotation.

### **D. Delivery, Inspection and Acceptance**

1. Delivery of Computer accessories shall be made within 7 calendar days **(to be filled-up by Division BAC)** from date of receipt of the Purchase Order. Procedures specified in DepED Order No. 45, s. 2006 for delivery, inspection and acceptance shall be followed.
2. Printed Materials shall be delivered to the **Division Office**. A pre-delivery inspection of the finished printed materials shall be conducted by the Division Inspectorate Team together with the representative from the DepED Central Office. Division Inspectorate Team together with a representative from the DepED Central Office shall inspect the printed materials if it is in accordance with the technical specifications upon delivery to the Division Office and an Inspection and Acceptance Report (IAR) shall be signed by the Inspection Committee and by the Property/Supply Officer.
3. Final Acceptance of the Contract shall be issued by the Purchaser after the full delivery of printed materials at the Division Office.

### **E. Liquidated Damages**

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered Printed Materials shall be charged as liquidated damages for every day of delay of the delivery of the printed materials.

## **F. Warranty**

Warranty shall be for a period of six (6) months reckoned from date of acceptance of the Goods at Project Site.

## **G. Payment**

One hundred percent (100%) of the Contract Price shall be paid to the supplier after delivery of the goods to the Division Office and upon submission of the following documents:

- a. Request for Billing
- b. Sales Invoice
- c. Delivery Receipts
- d. Pre-delivery inspection report
- e. Inspection and Acceptance Report
- f. Certificate of Acceptance issued by the SDS or its Authorized Representative
- g. Summary of Deliveries
- h. Photographs of deliveries

