



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF CITY OF TAYABAS

REQUEST FOR QUOTATION (RFQ)

Name of Company	Date: August 05, 2025
	RFQ No.: 2025-08-120
	PR No.: 2025-08-0120
Complete Company Address	ABC: P 20,130.00
	PHILGEPS Ref. No.: N/A

To Whom It May Concern:

Please quote your lowest price/s on the lot or item/s below, subject to General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than **August 12, 2025** at **9:00 am** to the address listed above.

GENERAL CONDITIONS

- All entries must be typewritten and legible;
- Bidders must submit the following eligibility requirements:
 - PHILGEPS Registration Certificate
 - DTI or SEC
 - Mayor's/Business Permit
 - Income/Business Tax Clearance
- Place this RFQ in a sealed envelope and type the following details on the face of the envelope:

Your Company Name
RFQ No.: 2025-08-120
PR No.: 2025-08-0120
PHILGEPS Reference No.: N/A

- Delivery period must be at least within **seven (7) calendar days** upon receipt of the **Notice of Award** (indicated the days of delivery in the Bidder's Certificate)
- Item/s delivered must have **warranties** for unit replacements, parts, labor or other services;
- Price validity shall be for a period of three (3) months;
- Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract
- Transaction with City School Division of Tayabas shall mean compliance by the winning bidder with the bid and delivery
- Failure to comply with these conditions shall mean disqualification of your bid proposal.

HERBERT D. PEREZ
BAC Chairperson

PLEASE QUOTE: PER LOT / PER ITEM				SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX			
ITEM NO.	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY.	UNIT	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL (Indicate Brand/ Model Offer)	
Request For Quotation for the Procurement of Scanner for Testing Programs and Other Related Activities (Activity Request#AR-2025-D6473-00066)				Unit Price	Total Price	Yes	No
1	General Specifications Memory Capacity: 256 MB Power Source: AC: 220 - 240 V, 50/60 Hz LCD (Liquid Crystal Display): Touchscreen 2.7 in. (67,5 mm) TFT Colour LCD Power Consumption Scanning Approx. 14 W ReadyApprox. 4.0 W SleepApprox. 1.5 W Power OffApprox. 0.25 W Dimensions: (Wx D x H)285 x 255 x 231 mm Weights: Approx. 1.6 kg TemperatureOperating 41 to 95 °F (5 to 35 °C) Humidity: Operating20 to 80% ADF (automatic document feeder)Up to 20 pages (Paper: 80 g/m2 A4 size, or less than 2 mm) Document Size: Multiple Paper Width51 mm to 215.9 mm Length70 mm to 297 mm Single Paper: WidthS1 mm to 215.9 mm Length70 mm to 863 mm	1	pc				

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Request For Quotation for the Procurement of Scanner for Testing Programs and Other Related Activities (Activity Request#AR-2025-D6473-00066)				Unit Price	Total Price	Yes	No
	Scanner Colour: Black TWAIN Compliant: Windows ® Windows ® XP/Windows Vista ® /Windows ® 7/Windows ® 8 MacintoshMac OS X v10.6.8, 10.7.x, 10.8.x WIA Compliant: Windows ® Windows ® XP/Windows Vista ® /Windows ® 7/Windows ® 8 ICA Compliant: Macintosh Mac OS X v10.6.8, 10.7.x, 10.8.x ISIS ® Compliant: Windows ® Windows ® XP/Windows Vista ® /Windows B 7/Windows ® 8 Colour Depth: Input30 bit colour Processing Output 24 bit colour Processing Resolution: InterpolatedUp to 1,200 × 1,200 dpi Optical: Up to 600 x 600 dpi Scanning Width: 212 mm Grey Scale: 256 levels Direct Scan Feature Model: ADS-1600W Compatible Media: USB flash memory drive Interface: USB 1.1 Full Speed Interfaces Model: ADS-1600W USB:Hi-Speed USB 2.0, Wireless: LANIEEE 802.11b/g/n (Infrastructure/Ad-hoc Mode) Network Model: ADS-1600W WLAN: You can connect your machine to a network for Network Scanning and Remote Setup. Also included is Brother BRAdmin Light Network Management software. Wireless Network Security: SSID (32 characters), WEP 64/128 bit, WPA- PSK (TKIP/AES), WPA2-PSK (AES) Setup Support Utility AOSS™: Yes WPS: Yes						
TOTAL							
Date of Event		N/A					
Purpose		Procurement of Scanner for Testing Programs and Other Related Activities					

SUPPLIER/CONTRACTOR/CONSULTANTS CERTIFICATION

After having carefully read and accepted your General Conditions, I/We quote you on the item/s at price/s noted above for immediate delivery and shipment which can be made in _____ days from receipts of the Notice of Award.

CANVASSER'S CERTIFICATION

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation (RFQ) in accordance to the guidelines in securing prices for the City Schools Division of Tayabas.

Authorized Representative

Signature over Printed Name

Company Tel./Fax/Mobile No.

Company Tax Identification No. (TIN)

Date