



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 20260730-001; RFQ# 078-A

Date: JULY 30, 2026
Fund Code: RO1-26-1005
MOP: SMALL VALUE PROCUREMENT
Contact No.: 09096681149
Contact Person: LILIBETH A. MAGTANG

Company/Business Name and Address

The Schools Division Office of San Carlos City, through the Bids and Awards Committee, now invites all qualified suppliers/bidders to quote the price **inclusive of VAT** on the items listed below. Submit your Quotation not later than **August 4, 2026 @ 10:00 A.M** together with the following requirements, to wit:

1. Mayor's/Business Permit,
2. PhilGEPS Registration Number Certificate,
3. Certificate of Registration (BIR Form 2303),
4. Notarized Sworn Statement (revised) for ABC more than Php200,000.00.

Note:

1. The prospective bidder/supplier should have a **BIR registered Delivery Receipt/Service Invoice**.
2. The face of the envelope must contain the name of the Supplier/Bidder and the Name of the Project – similar to the manner of submission of bids in a Public Bidding.
3. The quotation and the documentary requirements stated above must be duly received by the RECORDS OFFICE **through manual submission (onsite) or through their e-mail address at records.sccp@deped.gov.ph** at Schools Division Office of San Carlos City, Pangasinan, to be forwarded by personnel of Records Unit to the BAC Secretariat.
4. The submitted quotation shall be opened and read in the presence of the BAC Members and the undersigned or any representative in lieu of him/her.
5. The Winning Bidder should inform the Schools Division Superintendent of the delivery of goods in writing, three (3) days before the projected delivery through the Records Office through manual submission or through their official e-mail address as indicated above.
6. A sample of heavy duty printer may be presented by the participating bidders during the opening of bids.

LILIBETH A. MAGTANG
BUYER/END-USER

GENERAL NAME OF THE ITEMS: PRINTER

Unit	Article	Quantity	Estimated Approved Unit Cost	Estimated Approved Total Cost	Quotation of Supplier		EVALUATION (Leave this space blank. For BAC/Evaluators only)
					Price per unit	Total Quotation	
PC	HEAVY DUTY PRINTER	83	13900.00	1,153,700.00			
	PLEASE SEE ATTACHED TECHNICAL SPECIFICATIONS.			-			
		Total ABC: Php		1,153,700.00			

PURPOSE: PROCUREMENT AND DELIVERY OF PRINTERS FOR ARAL PROGRAM IMPLEMENTATION (REBID)

Canvassed By

Signature of Dealer



Address: Roxas Blvd., San Carlos City, Pangasinan, Philippines,
Telephone No. 075-523 4527
Website: <https://sdosancarloscity1.com>
Email Address: sancarlos.city1@deped.gov.ph



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TECHNICAL SPECIFICATIONS

Title:

**PROCUREMENT AND DELIVERY OF PRINTERS FOR ARAL PROGRAM
IMPLEMENTATION**

Source of Fund: **SARO No. ROI-26-1005**

Completion Period: **15 Calendar Days**

Item Description:

Multi-Function Ink Tank Printer (Print, Scan, Copy, Fax with ADF)

1. General & Printing Performance

- **Printing Technology:** On-demand inkjet or other equivalent technology
- **Maximum Resolution:** 5760 × 1440 dpi or higher
- **Print Speed (ISO 24734, A4):** At least 11.0 ipm (Black) / 6.0 ipm (Color) or higher
- **Print Speed (Draft, A4):** Up to 33 ppm (Black) / 15 ppm (Color) or higher
- **Duplex Printing:** Manual
- **Borderless Printing:** Supported up to 4R (4 × 6")

2. Scanning & ADF Specifications

- **Scanner Type:** Flatbed color image scanner (CIS)
- **Optical Resolution:** At least 1200 × 2400 dpi or higher
- **Maximum Scan Area:** 216 × 297 mm (A4 / Letter)
- **Automatic Document Feeder (ADF):** Integrated, minimum 30-sheet capacity (A4) / 10-sheet (Legal)

3. Copying & Fax Specifications

- **Copy Speed (ISO):** Up to 7.7 ipm (Black) / 3.8 ipm (Color)
- **Maximum Copy Resolution:** 600 × 600 dpi or higher
- **Maximum Copy Size:** Legal (via ADF)
- **Fax Capability:** Walk-up Black & White and Color Fax
- **Fax Transmission Speed:** Up to 33.6 kbps (approx. 3 seconds/page)
- **Fax Memory:** Minimum 100 pages or higher

4. Paper Handling & Display

- **Control Panel:** Color or Non-Colored LCD Screen
- **Paper Input Capacity:** Minimum 100 sheets (Plain paper, 80 g/m²) / 20 sheets (Photo Paper)
- **Paper Output Capacity:** Up to 30 sheets (Plain paper)
- **Supported Paper Sizes:** Legal, Indian-Legal, 8.5 × 13", Letter, A4, A5, A6, B5, B6, Envelopes (#10, DL, C6)



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5. Connectivity, Software & Maintenance

- **Hardware Interfaces:** Hi-Speed USB 2.0, Ethernet (100BASE-TX/10BASE-T), Wi-Fi IEEE 802.11b/g/n, and Wi-Fi Direct
- **Mobile / Cloud Services:** Apple AirPrint, Mopria Print Service, Mobile Management App (Smart Panel or equivalent)
- **OS Compatibility:** Windows 7 / 8 / 8.1 / 10 / 11, Windows Server, macOS 10.9.5 or later
- **Maintenance Feature:** User-replaceable / user-serviceable waste ink maintenance component (maintenance box, maintenance cartridge, or waste ink absorber unit)

6. Power Consumption & Consumables

- **Power Consumption:** Maximum 12 W (Operating) / 0.5 W (Sleep mode) (optional)
- **Ink Bottle System:** High-yield refillable ink bottles available in the market
- **Page Yield Requirement:** High-yield refillable ink bottle system with a minimum yield of **at least 4,500 to 6,000 pages** (Black) and **6,000 to 7,500 pages** (Color composite yield) per initial set of ink bottles based on ISO standards.

Additional Requirements (Terms & Conditions)

1. **Warranty Coverage:** The supplier shall issue a **Warranty Certificate** guaranteeing a minimum of **two (2) years warranty** (or up to **50,000 pages**, whichever comes first) covering parts, service, and the printhead. The warranty assures that any manufacturing defects shall be corrected by the supplier free of charge following final inspection and acceptance by the procuring entity.
2. **Technical Support & Demonstration:** Upon delivery, the supplier shall conduct an initial **on-site product demonstration and operational training** for end-users, covering proper installation, hardware handling, ink refilling, and general equipment maintenance.