



Republic of the Philippines
Office of the President
COMMISSION ON HIGHER EDUCATION NATIONAL CAPITAL REGION
QCU Philippine Metalcasting Association, Inc. Bldg.
673 Quirino Hwy, Brgy. San Bartolome, Novaliches, Quezon City, Metro Manila 1116


REQUEST FOR QUOTATION

Date: February 24, 2026
P.R. No. : 2026-02-047; 046; 038
Quotation No: CHED-NCR RFQ2026-01-016

REQUISITIONING OFFICE/END USER	ADMINISTRATIVE & TECHNICAL DIVISION
APPROVED BUDGET FOR THE CONTRACT (ABC)	₱94,000.00
FUNDING SOURCE	CMSP & ESTAT MOOE; UNIFAST MOOE; GAA FUND

Company Name/Business Name : _____
Address: _____
Business/Mayor's Permit No: _____
TIN: _____ PhilGEPS Registration Number (**required**) _____

Conditions of this RFQ, stating the shortest time of delivery and submit your SEALED quotation duly signed by your representative at the Bids and Awards Committee, CHED-NCR QCU Philippine Metalcasting Association, Inc. Bldg., 673 Quirino Hwy, Brgy. San Bartolome, Novaliches, Quezon City, Metro Manila 1116 or through electronic mail at bac.ncr@ched.gov.ph not later than 9:00 am of March 9, 2026. For more information, please call the BAC Secretariat at telephone no: 8403-2196.


CAROLYN D.M. SAMBAS
BAC Secretariat

Terms and Conditions:

1. All Entries must be typewritten or legibly written.
2. Delivery Period within 7 calendar days.
3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.
4. Price validity shall be a period of 60 calendar days.
5. Supplier shall submit the following:
 - 5.1 SEC or DTI Certificate of Registration
 - 5.2 Valid Mayor's/Business Permit
 - 5.1 PhilGEPS Registration Certificate
 - 5.3 Original brochures of the items offered showing its per characteristics or certifications, if applicable.

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
	LOT	SUPPLY AND DELIVERY OF ICT EQUIPMENT AND TONER FEATURES: 100% good quality printing 100% brand new Free service and repair for printers Free replacement of item	1		
1	PC	Serial Dot Matrix Printer Specifications: 1. Printing Mechanism & Speed Print Method: Serial Impact Dot Matrix. Print Direction: Bi-directional with logic seeking for text and graphics. Number of Pins: Select either 9-pin (high-speed, industrial) or 24-pin (high-resolution/NLQ). 2. Media & Paper Handling Carriage Width: Specify Narrow (80 columns) or Wide (136 columns). Paper Feed Method: Friction feed (single sheets) and Push/Pull tractor feed (continuous forms). Copy Capability: Minimum 1 original + 4 to 6 carbon/carbonless copies. Paper Path Options: Manual insertion (front/rear/top entry), Tractor (front/rear/bottom entry). 3. Reliability & Maintenance Printhead Life: Minimum 400 million strokes per wire. 4. Connectivity & Compatibility Interfaces: Standard USB 2.0, Parallel (IEEE-1284), and optional Serial (RS-232). Emulations: Support for ESC/P, IBM PPDS, and OKI ML control codes. Input Buffer: Minimum 128 KB data buffer. OS Support: Drivers for Windows 10/11 (32/64-bit) and legacy Windows versions. Warranty: 1 year Inclusion of Manual/Warranty Card	1		

2	PC	Printer Specifications: -Laser electrophotographic monochrome -Print Speed: Ranges from 20-21 ppm for compact home models to 40-75+ ppm for enterprise units -Media Sizes: Supports A4, A5, A6, Letter, Legal, and custom sizes Warranty: 1 year Inclusion of Manual/Warranty Card			
3	PC	External Hard Drive Storage Capacity: 2TB (terabyte) Compatibility: Works with Windows, macOS USB-C Connectivity Warranty: 1 year Inclusion of Manual/Warranty Card	1		
4	PC	Printer Specifications: Printing Method: Monochrome Laser Printer Print Speed up to 18 pages per minute(A4) Resolution: 600 x 600 dpi (up to 2400 x 600 dpi with Image Refinement Technology) USB 2.0 connectivity 32MB Memory Compatible with Windows OS Supported Paper Sizes: A4, B5, A5, Legal, Letter, Executive, 16K, and various Envelopes (COM10, Monarch, C5, DL) Uses Toner Cartridge Warranty: 1 year Inclusion of Manual/Warranty Card	1		
5	PC	Toner Cartridge 325, Black -For Canon LBP 6030 •Genuine Toner Sealed with Box 100% Brand New	30		
Mode of Payment: Send Bill, No down payment, Free delivery, Accepts Landbank Check for payment					
Quotation should be VAT inclusive					
				GRAND TOTAL	
NOTHING FOLLOWS					

After having carefully read and accepted your General Condition, I / We quote you on the item/s at prices noted above.

Canvassed By:


MICA LUZIELLE S. VIDAD
Authorized Canvasser

Printed Name / Signature

Position/Designation

Tel. No. / Cellphone No.

TIN No. of Establishment

Date

1. Quotations and other requirements stated below shall be submitted to the Commission on Higher Education-NCR, Quezon City, Philippines on the date and time stated in this RFQ.

2. Supplier shall submit the following requirements :

- a. Duly signed Request for Quotation. Prices shall be quoted in Philippine Pesos. Statement of Compliance must be accomplished by supplier
- b. Valid Mayor's Permit
- c. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable.

Price validity shall be 60 calendar days from the deadline of submission of quotation.

Ocular Inspection

Upon the decision of the End-User and BAC, the supplier and its concerned premises may be subjected to ocular inspection and approval by the End-User and/or TWG Inspections of the BAC prior to the award.

Award

The supplier that submitted the lowest calculated responsive quotation, and passed the ocular inspection conducted by the End-User and BAC prior to the event, if any, shall be awarded the contract.

Evaluation of Quotations

Quotations shall be compared and evaluated of the basis of the following criteria:

1. Completeness of Submission
2. Compliance with Item & Description Requirements (Technical Specifications)
3. Price

Instructions

1. Supplier shall be responsible for the (source (s) of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier that accepted an award, purchase order, or contract but failed to deliver the required goods/services/equipment within the time called for in the award, purchase order, or contract shall be disqualified from participating in CHEDNCR 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.
3. All duties, excise, and other taxes, and revenue charges shall be paid by the supplier.
4. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue

Liquidation Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the Purchased goods/services/equipment.

Warranty

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

Payment

Payment shall be made only upon a certification by the Head of the Procuring Entity to the effect that the GOODS have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.

PhilGEPS INFORMATION:

PhilGEPS Solicitation No. CHED-NCR RFQ2026-01-016

Reference No. 12826673

Published Date: March 5, 2026

Closing Date: March 9, 2026 - 9:00 AM