



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
REQUEST FOR QUOTATION

Standard Form No.:SF-GOOD-60
 Revised on: May 24, 2004
 Standard Form Title: Request for Quotation

Supplier:	Requesting Unit:CID/J. Sannad
Address:	PR No.: 2025-10-262
Telephone No.:	Quotation No.: 2025-10-258
e-Mail:	Date: October 28, 2025
Delivery Period:	ABC: 1,400,000.00
Date Received by the Supplier:	

Please quote your lowest price on the item/s listed, subject to the General Conditions below, stating the shortest time of delivery and **submit your quotation in a sealed envelope** duly signed by your representative not later than November 6, 2025 9am

Failure to submit this on or before the due date aforstated will be a ground for disqualification.


CARMEL F. MERIS

OIC-Assistant Schools Division Superintendent
 Chairman, Bids and Awards Committee

REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate
3. Omnibus Sworn Statement if above 50,000.00
4. Income/Business Tax Return 500,000.00 and above
5. PLEASE write the UNIT PRICE and TOTAL PRICE

Note:

- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ Delivery period within _____ Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Cost	Unit Price	Total Price
1	2	Units	Hardware scanner with optical mark recognition (OMR) software (Please see attached specifications)	700,000.00		
					TOTAL	

Purpose: Procurement of semi expendable office equipment with software in support to the administration of National Assessments



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

Signature over Printed Name

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Date/Telephone No.

Canvassed by:



Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

Office of the Director

Item 1:
Procurement of Hardware Scanners and OMR Software

**Terms of Reference (TOR) and
Detailed Minimum Technical Specifications**

Particulars	Minimum Technical Specifications
Automatic document feeder scan speed	Up to 1800 sheets per hour
Auto document feeder capacity	Standard, 80 to 100 sheets
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	USB 2.0, 3.0, Serial, or Parallel Port
Media weights, supported, ADF	40 to 210 g/m ²
Power	100-240 volts AC (-10%, +6%): 50-60 Hz
Operating Temperature Range	10 to 35 degrees Celsius
Scanner Application Capability	The scanner application must have the following: <ul style="list-style-type: none">• Import and export capability;• Must include one-time purchase of software (with perpetual enterprise license);• Refer to the <i>Terms of Reference</i> for the OMR software.
Services to be provided by the Service Provider	The winning service provider shall provide the following services upon the issuance of the <i>Notice to Proceed (NTP)</i> : <ul style="list-style-type: none">• Supply, Deliver, Install, Maintain, and Host the Optical Mark Recognition (OMR) Hardware Scanner and OMR Software



2/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone No.: (02) 8631-6921 (Telefax); 8631-2588; 8631-2589; 8631-2571; 8631-2591
Email Address: bea.od@deped.gov.ph; bea.ead@deped.gov.ph; bea.erd@deped.gov.ph
DepEd Philippines @depedphilippines @DepEd_PH www.deped.gov.ph



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Particulars	Minimum Technical Specifications
	<ul style="list-style-type: none"> • Install and configure all applications on the dedicated desktop provided by DepEd • 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. • Provide after-sales services to the concerned regional (RO) and schools division offices (SDOs) where the OMR software/ scanning machines

Terms of Reference
General Specifications for the OMR Software

Specifications	Statement of Compliance ("Comply" or "Not Comply")
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 file 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	



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 Email Address: bea.od@deped.gov.ph; bea.ead@deped.gov.ph; bea.erd@deped.gov.ph



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Specifications	Statement of Compliance ("Comply" or "Not Comply")
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	

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