



Republic of the Philippines  
 DEPARTMENT OF EDUCATION  
 Region IX, Zamboanga Peninsula  
 DIVISION OF ZAMBOANGA DEL NORTE  
 Dipolog City

PURCHASE REQUEST

1/2

Department:		Department of Education [DepEd]	PR No:	2024-01-026	January 11, 2024
Section / Office:		OSDS	SAI No:		
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost
		SNACKS for the Regular Consultative Conference and Other Partnership Engagement Activities with Internal and External Stakeholders for FY 2024.			
		Proposed Dates:			
1	month	JANUARY 24, 2024	1	4,960.00	4,960.00 ✓
2	month	FEBRUARY 21, 2024	1	4,960.00	4,960.00 ✓
3	month	MARCH 18, 2024	1	4,960.00	4,960.00 ✓
4	month	APRIL 23, 2024	1	4,960.00	4,960.00 ✓
5	month	MAY 22, 2024	1	4,960.00	4,960.00 ✓
6	month	JUNE 18, 2024	1	4,960.00	4,960.00 ✓
7	month	JULY 24, 2024	1	4,960.00	4,960.00 ✓
8	month	AUGUST 20, 2024	1	4,960.00	4,960.00 ✓
9	month	SEPTEMBER 25, 2024	1	4,960.00	4,960.00 ✓
10	month	OCTOBER 23, 2024	1	4,960.00	4,960.00 ✓
11	month	NOVEMBER 20, 2024	1	4,960.00	4,960.00 ✓
12	month	DECEMBER 17, 2024	1	4,960.00	4,960.00 ✓
NOTE: Please see the second page for the proposed items for the snacks					
The items will be delivered monthly. The Inspectorate Team of the SDO Bids and Awards Committee is requested to check the items' expiry dates upon delivery to ensure that they don't expire within the period for which they are intended to be consumed.					
SEE ATTACHED DETAILED ITEM DESCRIPTION					
FIFTY-NINE THOUSAND FIVE HUNDRED TWENTY PESOS ONLY					P 59,520.00 ✓
PURPOSE: SNACKS for the Regular Consultative Conference and Other Partnership Engagement Activities with Internal and External Stakeholders for FY 2024					
Requested by:		Approved by:			
Signature:		Signature:			
Printed Name:	MARIFE A. DE LA CERNA	Printed Name:	ROY C. TUBALLA EMD, JD, CESO V		
Designation:	Administrative Assistant III	Designation:	Schools Division Superintendent		
Date:		Date:			

GR. MADE OF FY 2024  
 NOS - 1000P-2024  
 (PROGRESS BILLS ALLOWED)




Republic of the Philippines  
**Department of Education**  
 REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**REQUEST FOR QUOTATION**

The Department of Education – Zamboanga Del Norte (DEPED) – Bids and Awards Committee (BAC) will undertake a Small Value Procurement **Snacks for the Regular Consultative and Other Partnership Engagement Activities with Internal and External Stakeholders for FY 2024** for FY 2024 in accordance with Section 53.9 of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the item described herein, subject to the Terms and Conditions provided at the next page of this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative not later than **Jan 22, 2024 10:00:00 AM** at the BAC Office, Schools Division of Zamboanga del Norte, Capitol Drive Estaka Dipolog City. Open submission may be submitted, manually or through email at zn.bac@deped.gov.ph.

A copy of your 2024 Business/Mayor's Permit, PhilGEPS Registration Number, Tax Clearance, DTI/SEC/CDA, Certificate of Registration and Omnibus Sworn Statement is also required to be submitted along with your quotation/proposal. For any clarification, you may contact us at cellphone no. 0997-175-9453.

  
**JUDITH V. ROMAGUERA, CESO VI**  
 Assistant Schools Division Superintendent  
 BAC CHAIRPERSON

Stock No.	Unit	Item Description	Quantity	Unit Price	Total Price
1	MONTH	JAN 24, 2024	1		
2	MONTH	FEB 21, 2024	1		
3	MONTH	MAR 18, 2024	1		
4	MONTH	APR 23, 2024	1		
5	MONTH	MAY 22, 2024	1		
6	MONTH	JUN 18, 2024	1		
7	MONTH	JUL 24, 2024	1		
8	MONTH	AUG 20, 2024	1		
9	MONTH	SEP 25, 2024	1		
10	MONTH	OCT 23, 2024	1		
11	MONTH	NOV 20, 2024	1		
12	MONTH	DEC 17, 2024	1		
		Snacks for the Regular Consultative and Other Partnership Engagement Activities with Internal and External Stakeholders for FY 2024  The items will be delivered monthly. The inspectorate team of the SDO Bids and Awards Committee is requested to check the items' expiry dates upon delivery to ensure that they don't expire within the period for which they are intended to be consumed.  <b>PROPOSED SNACKS/ITEMS EVERY MONTH</b>  3 PACKS - BISCUITS(10PCS) 3 BOTTLE/PACKS - WAFERS(12GRAMSX20PCS) 2 CANS - 3-IN-1 COFFEE TWIN PACK 52G PACK OF 10 1 PACK - COFFEE STICK 2 PACK- CHOCO MILK (12PCSX24GRAMS) 5 PACKS - COOL MINT CANDY 135GRAMS (50PCS) 2 BOXES - TETRA PACK JUICE 200ML (10PACKS/BOXES) 1 BOX - BOTTLED WATER 350ML(40BTL/BOX) 1 PACK - ROASTED COFFEE BEANS ESPRESSO 500GRAMS 5 TETRA PACKS - FULL CREAM MILK 1 LITER 2 CANS - CONDENSED MILK 1 CAN - EVAPORADA MILK 1 BOTTLE - CARAMEL SYRUP 750ML GLASS BOTTLE 1 BOTTLE - CREAMY VANILLA SYRUP 1 PACK - CARAMEL SAUCE 1 KG 1 BOTTLE - WHIPPED CREAM SPRAY 250G  TOTAL COST EVERY MONTH: 4,960.00			
		*** Nothing Follows ***			
			<b>Total:</b>		



Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

\*The above quoted prices are inclusive of all costs and applicable taxes.

**The Chairman**

Bids and Awards Committee  
Division of Zamboanga del Norte  
Capitol Drive, Estaka, Dipolog City

Madame:

Pursuant to the terms and conditions of this bidding, I/We hereby submit my/our bid proposal with the prices opposite each item for which bidder's bond of \_\_\_\_\_ is herewith proposed/enclosed as guaranty for the faithful compliance of my/our obligations.

Very truly yours,

\_\_\_\_\_  
Name & Signature of Bidder/Offeror



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843  
Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph) Website: [www.depedzn.net](http://www.depedzn.net)  
FB: DepEd Tayo- Schools Division of Zamboanga del Norte



Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOL DIVISION OF ZAMBOANGA DEL NORTE

**INSTRUCTIONS**

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory.
4. Failure to comply with any of the mandatory requirements will disqualify your quotation.
5. Failure to follow these instructions will disqualify your entire quotation.

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DBM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.



Address: Caption Drive, Estaka, Dipolog City 7100

Email: zn.bac@deped.gov.ph

FB: DepEd Tayo-School Division of Zamboanga Del Norte

Tel. No.:(065)212 - 5843

Website: www.depedzn.net

Page 1 of 1

Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region IX, Zamboanga Peninsula  
**DIVISION OF ZAMBOANGA DEL NORTE**  
Dipolog City 7100

**CERTIFICATE OF CANVASS**

**THIS IS TO CERTIFY** that the foregoing canvass / quotation was made in accordance with the government rules and regulation on any contract into and contain herein the following pertinent facts.

NAME OF DEALER	DATE RECEIVED	SIGNATURE

**RADJIE G. ENERIO**  
Canvasser

\_\_\_\_\_  
Date of Canvass

**BIDDERS CERTIFICATE**

**THIS IS TO CERTIFY** that the undersigned of \_\_\_\_\_ located at \_\_\_\_\_ personally received the Invitation to Bid/Request for Quotations from Department of Education – Zamboanga del Norte Division duly signed by the Principal of the Entity on \_\_\_\_\_ and further certifies that:

1. The signatures affixed in the Invitation to Bid/Request for quotations as bidder is authentic as belonging to me or my authorized representatives;
2. That all the data/information and quotations reflected therein are true and correct;
3. That each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy or a true and faithful reproduction of the original and that all statements and information provided therein are true and correct;

Issued this \_\_\_\_\_ day of \_\_\_\_\_, in the City of Dipolog, Province of Zamboanga del Norte.

\_\_\_\_\_  
(Name of the Owner/Authorized Representative)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)