

Republic of the Philippines Department of Education

REGION IX, ZAMBOANGA PENINSULA DIVISION OF ZAMBOANGA DEL NORTE Dipolog City

PURCHASE REQUEST

Departme		: Department of Education	PR No: 20	24-61-0201	- 1
Name of S		Office: SGOD-SMN-DRRM	SAI No:		Date:
Stock No	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost
		Meals and Accomodation			
		(1 night, dinner, 1 BF, 1 Lunch, 2 snacks)			
1	pax	Q1 Coordination Meeting	70	1 1 500 00	
		Participants	70	1,500.00	105,000.00
		PMT	5	1,500.00	7,500.00
		Tentative Date: January 31, 2024			
2	pax	Q2 Coordination Meeting			-
		Participants	70	1,500.00	105,000.00
		PMT	5	1,500.00	7,500.00
		Tentative Date: April 2, 2024		7*	
3	pax	Q3 Coordination Meeting			
-	pax	Participants	70	1,500.00	105,000.00
		PMT	5	1,500.00	7,500.00
		Tentative Date: July 5, 2024	3	1,500.00	7,300.00
		Tentative Date. July 3, 202+			
4	рах	Q4 Coordination Meeting			
		Participants	70	1,500.00	105,000.00
		PMT	5	1,500.00	7,500.00
		Tentative Date: October 4, 2024			-
		xxx nothind follows xxx			
		Day 1			
		Breakfast : Rice, sunny-side up egg, Corned beef, dried	fish & coffee/w	ater, banana	
		Snacks: Camote-que and juice in can			
		Lunch: Rice, Fish sinigang, vegetable salad, honey glaz	ed fried chicken	, fruits and drinks	
		PM Snacks: Puto cheese and chokolate			
		Note		Add-ons:	
		Venue: within Dipolog City		*tarpaulin each mee	eting
		Accommodation:		*flowing coffee	
		*Airconditioned venue			
		*one (1) projector and 1 projector screens			
		*with three (3) or more microphones			
		*Separate Clean Comfort Room for Male and Female			
		Meals:			
		Proposed Menu: (subject to change upon the request of	the implemente	er)	
				Total:	450,000.00

Purpose: QUARTERLY COORDINATION MEETING OF DISTRICT DISASTER RISK REDUCTION & MANAGEMENT COORDINATORS (DRRM)

Requested by:

Signature:

Printed Name: ETHYL KIMBERLY S. LABADAN

Designation: PDO II DRRM
Date: Jan. 10.2024

Approved by:

ROY C. TUBALLA EMD, JD, CESO V

Schools Division Superintendent

Jan. 10.2024





Em

Address: Capitol Drive, Estaka, Dipolog City 7100 Email: zn,division@deped.gov.ph

FB: DepEd Tayo- Schools Division prizamboanga del Norte

Tel. No.: (065) 212-5843 Website: www.depedzn.net



Republic of the Philippines

Department of Education

REGION IX SCHOOL 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 Meals, Snacks, Venue and Accommodation for Quarterly Coordination Meeting of District Disaster Risk Reduction and Management Coordinators (DRRM) 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 <u>Jan 42, 2024 10:00:00 AM</u> 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.

JAN 15 2024

JUDITH V. ROMAGUERA, CESO VI Assistant Schools Division Superintendent

Stock No.	Unit	Item Description	Quantity	Unit Price	Total Fice
1	pax	Q1 Coordination Meeting Tentative Date January 31, 2024	75		
2	pax	Q2 Coordination Meeting Tentative Date: April 2, 2024	75	industrial	
3	pax	Q3 Coordination Meeting Tentative Date: July 5, 2024	75	THE COLUMN TO	
4	pax	Q4 Coordination Meeting Tentative Date: October 4, 2024	75	for payors	
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ally se but on		Meals and Accommodation (1 night, 1 dinner, 1 Breakfast, 1 Lunch, 2 Snacks) Day 1		ban abo	965 (80 Lat
i ligregi		Breakfast: Rice, sunny side-up egg, corned beef, dried fish & coffee/water, banana Snacks: camote-que and juice in can		ar fessi op y om bolski	y pr
(ceimic		Lunch: Rice, fish sinigang, vegetable salad, honey glazed fried chicken, fruits and drinks PM snacks: puto cheese and chocolate		a v noti \$ mod i sion	it F
ari uni		Note: venue: within dipolog city		a William Mr Displacement	10
islacia ne teoba		accomodation: *airconditioned venue *one (1) projector and 1 projector screens with three (3) or		2 1 - 11-10	0
II CHEY		more microphones *separate clean comfort room for male and female Meals:		all of the second	V.
criuped workete	sell for	Proposed menu subject to change upon the request of the implementer Add-ons:		gratered in	9 (
is of ski	E3914J	tarpaulin each meeting, flowing coffee		taina sed	(9
		*** Nashina Pallama ***		alreator's	90.0
	Second Second	*** Nothing Follows ***	Total:	d'a tradition	

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

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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: 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



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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.
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- 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.
- 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.
- 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.
- 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.





Addre Emai

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CERTIFICATE OF CANVASS

	THIS IS T	O CE	RTIF	that the fo	reg	oing	canvass /	quo	ation	was ma	de in ac	cord	ance with
the	government												
per	inent facts.												

NAME OF DEALER	DATE RECEIVED	SIGNATURE
GE	KABEL M. VELARDE Convasser	
	Date of Canvass	
BID	DERS CERTIFICATE	
	nally received the Invitation to Bi	d/Request for Quotation
1. The signatures affixed in the authentic as belonging to me 2. That all the data/information 3. That each of the documents an authentic and original copthat all statements and information. Issued this day of	e Invitation to Bid/Request for or my authorized representative and quotations reflected therein submitted in satisfaction of the by or a true and faithful reproduction provided therein are true	e quotations as bidder is; n are true and correct; eligibility requirements is uction of the original an and correct;
1. The signatures affixed in the authentic as belonging to me 2. That all the data/information 3. That each of the documents an authentic and original copthat all statements and information. Issued this day of	nd further certifies that: e Invitation to Bid/Request for or my authorized representative and quotations reflected therein submitted in satisfaction of the by or a true and faithful reproduction provided therein are true	e quotations as bidder is; n are true and correct; eligibility requirements is uction of the original an and correct;
1. The signatures affixed in the authentic as belonging to me 2. That all the data/information 3. That each of the documents an authentic and original contact that all statements and information Issued this day of I Norte.	nd further certifies that: e Invitation to Bid/Request for or my authorized representative and quotations reflected therein submitted in satisfaction of the by or a true and faithful reproduction provided therein are true	e quotations as bidder is; n are true and correct; eligibility requirements is uction of the original an and correct; og, Province of Zamboang
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