







Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region IX, Zamboanga Peninsula  
**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 with the title **For the Conduct of Capacity Building Training on Partnership Building and Linkages on April 27-28, 2023 (PR No. 2023-03-0111)** for FY 2023 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 **APR 10 2023 10:00 A.M.** 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](mailto:zn.bac@deped.gov.ph)

A copy of your 2023 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. 0935-399-3224.

*JUDITH V. ROMAGUERA*  
**JUDITH V. ROMAGUERA CESO VI**  
 Assistant Schools Division Superintendent  
 BAC CHAIRPERSON **6/103 1 MAR 2023**

Item No.	Unit	DESCRIPTION OF ARTICLES	Quantity	Unit Price	Total
	Pax	ACCOMMODATION/ LEASE OF VENUE/ MEALS & SNACKS	80		
		Technical Specifications:			
	Pax	Day 1- Provision of Breakfast, AM snacks, Lunch, PM snacks, Dinner and Room Accommodation	80		
	Pax	Day 2- Provision of Breakfast, AM snacks, Lunch and PM Snacks	80		
		1. The venue must be located in Dipolog City, easily accessible by public transportation and has a secured and spacious parking area (can provide parking space for 4 wheel vehicles for at least 10% of total no. of participants, 2 wheel vehicle/motor for at least 50% of the total no. of participants).			
		2. The venue must provide a fully airconditioned conference room - spacious enough for workshops, small group discussions, with internet connectivity, audio visual equipment, lighting and sound system, and attached toilet.			
		3. The participants must be accommodated in a room (at most 3 sharing).			
		4. The catering services must serve at least 3 viands per meal (meat, fish, vegetables) rice, soup, softdrinks and fruit and/or dessert. Details of food menu will follow and will be provided by the end-user.			
		5. There has to be hotel staff that will attend to or provide support to the PMT and/or participants whenever necessary.			
		6. The venue must have met all the necessary basic safety, security and other requirements necessary for operations as provided and/or certified by appropriate government agencies.			
		***NOTHING FOLLOWS***			
		<b>TOTAL</b>			

\*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



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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

12/15/02  
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)