



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

PURCHASE REQUEST

2023-07-0277

Department:		Department of Education [DepEd]	FR No:	06/27/2023	
Section / Office:		HRD in Coordination with the OSDS Personnel Office	SAI No:		
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	
MEALS, SNACKS w/ ACCOMMODATION					
1-DAY Live-In Program of Awards and Incentives for Service Excellence (PRAISE) NORTE Awarding Ceremonies for Teaching, Teaching-related, and Non-teaching personnel					
1	pax	Inclusive: 1 breakfast, 1 lunch, 1 dinner, 2 snacks, use of function hall and sound system in a conference setup and one (1) day accommodation.	113	1,500.00	169,500.00
2	pax	Inclusive: 1 breakfast, 1 lunch, 1 dinner, 2 snacks, use of function hall and sound system in a conference setup	100	800.00	80,000.00
Terms of References:					
to be conducted in Dipolog City, Zamboanga del Norte					
*One (1) spacious functional hall to accommodate 213 pax ; Availability of audio-visual equipment e.g. sound system, microphones, Philippine Flag, audio jack, video screen, etc.); Banquet set-up for meals; Strong & unlimited internet connection.					
Proposed Menu: (Breakfast, AM Snacks, Lunch, PM Snacks & Dinner)					
Breakfast: egg w/ ampalaya, boneless dried dangguit, chicken hotdog, sardines & rice and/or as agreed by end user and service provider					
AM Snacks: kakanin and pineapple juice, tea					
Lunch: rice, bam.i, fish fillet, beef steak, crab/chicken soup & assorted fruits and/or as agreed by end user and service provider					
PM Snacks: lemon juice, cassava cake/ banana cake, tea					
Dinner: rice, fish sinugba, chicken joy, chopsuey, pork adobo & assorted fruits and/or as agreed by end user and service provider					
<i>Note: subject to change upon the request of the end-user in accordance to budget</i>					
Add-ons:					
Managed Buffet for facilitators and participants					
*tarpaulin					
*flowing coffee; flowing water					
*alcohol/hand sanitizer					

TWO HUNDRED FORTY NINE THOUSAND FIVE HUNDRED PESOS ONLY P 249,500.00

PURPOSE: 2023 Program of Awards and Incentive for Service Excellence (PRAISE) NORTE Awarding Ceremonies for Teaching, Teaching-related, and Non-teaching personnel on October 5, 2023.

Requested by:		Approved by:	
Signature:		Signature:	
Printed Name:	ROBERT I. POCALAN III	Printed Name:	ROY C. TUBALLA CESO VI
Designation:	SEPS, HRD	Designation:	Schools Division Superintendent
Date:	06/27/2023	Date:	06/27/2023

SIGN HERE

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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)