



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

PURCHASE REQUEST

Department		Department of Education [DepEd]	FA No.	2021-02-0062	February 10, 2021
Section / Office		ASDS	SA No.		
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost
		<b>MEALS, SNACKS AND USE OF THE FUNCTION HALL</b>			
		<b>DAY 1 MEALS, SNACKS AND VENUE</b>			
1	pax	Participants (please see attached proposal for the list of participants)	90	650.00	58,500.00
		Breakfast: Fried Rice, Dried Fish(Danguit), Scrambled eggs, Coffee and Water			
		AM Snacks: Brownies and Infused Water (Lemon and Cucumber)			
		Lunch: Rice, Beef with Broccoli, Sweet and Sour Fish Fillet with fruits & hot soup			
		PM Snacks: Siopao and Infused Water (Lemon and Cucumber)			
		<b>DAY 2 MEALS, SNACKS AND VENUE</b>			
2	pax	Proposed Menu: (subject to change upon the request of the implementer)	90	650.00	58,500.00
		Breakfast: Fried Rice, Beef Loaf/Spam, Scrambled eggs, Coffee and Water			
		AM Snacks: Cassava Cake and Infused Water (Lemon and Cucumber)			
		Lunch: Rice, Humba, Chicken Curry with fruits & hot soup			
		PM Snacks: Burger and Infused Water (Lemon and Cucumber)			
		<b>Add-ons:</b>			
		*flowing coffee			
		*Tarpulin per venue			
		Note: establishment shall have an issued Certificate of Authority to operate by the DOT and also allowed to operate at maximum of thirty percent (30%) operational/seating capacity and or provide additional venue per day to accommodate atleast 45 participants per venue to ensure IATF protocol to be followed.			
		<b>Terms of Reference:</b>			
		Venue: within Dipolog City			
		*Air-conditioned Venue			
		*one (1) projector and 1 projector screens Note: Additional one (1) projector and 1 projector screens for the separate venue			
		*with three (3) or more microphones Note: Additional three(3) or more microphones for the separate venue			
		*separate clean comfort room for Male and Female			
		Proposed Menu: (subject to change upon the request of the implementer)			
<b>ONE HUNDRED SEVENTEEN THOUSAND PESOS</b>					<b>P 117,000.00</b>
<b>PURPOSE:</b> For the Two-day live-out Seminar on the Guidelines of Hiring Promotion, Reclassification/Conversion of Teaching and Non-Teaching Personnel (March 4-5, 2021- proposed date)					
Signature	Requested by <i>[Signature]</i>			Approved by <i>[Signature]</i>	
Printed Name	MA. JUDELYN J. RAMOS, CESE			MA. LIZA R. TABILON, CESO V	
Designation	OIC-ASDS			School Division Superintendent	
Date				<i>[Handwritten notes]</i>	



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 for the **Two-day five-out Seminar on the Guidelines of Hiring Promotion, Reclassification/Conversion of Teaching and Non-Teaching Personnel** in accordance with (title of the Project) Section 53.9 of the 2010 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 the Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **not later than February 24, 2021, 10:00 A.M.** at the BAC Office, Schools Division of Zamboanga del Norte, Capitol Drive Estaca Dipolog City. Open submission may be submitted manually or through email at [zndvics@deped.gov.ph](mailto:zndvics@deped.gov.ph)

A copy of your 2021 Business/Mayor's Permit, PhilGEPS Registration Number, Tax Clearance, DTISE/GCDA, 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. 0938-7375-625

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

Item No.	Unit	DESCRIPTION OF ARTICLES	Quantity	Unit Price	Total
<b>MEALS, SNACKS AND USE OF THE FUNCTION HALL</b>					
<b>DAY 1: MEALS, SNACKS AND VENUE</b>					
1	pax	Participants (please see attached proposal for the list of participants)	90		
		Breakfast: Fried Rice, Dried Fish(Danguit), Scrambled eggs, Coffee and Water			
		AM Snacks: Brownies and Infused Water (Lemon and Cucumber)			
		Lunch: Rice, Beef with Broccoli, Sweet and Sour Fish Fillet with fruits & hot soup			
		PM Snacks: Siopao and Infused Water (Lemon and Cucumber)			
2	pax	<b>DAY 2: MEALS, SNACKS AND VENUE</b>	90		
		Proposed Menu: (subject to change upon the request of the implementer)			
		Breakfast: Fried Rice, Beef Loaf/Spam, Scrambled eggs, Coffee and Water			
		AM Snacks: Cassava Cake and Infused Water (Lemon and Cucumber)			
		Lunch: Rice, Humba, Chicken Curry with fruits & hot soup			
		PM Snacks: Burger and Infused Water (Lemon and Cucumber)			
		Add-ons:			
		*flowing coffee			
		**Tarpulin per venue			
		*Note: establishment shall have an issued Certificate of Authority to operate by the DOT and also allowed to operate at maximum of thirty percent (30%) operational/seating capacity and or provide additional venue per day to accommodate atleast 45 participants per venue to ensure IATF protocol to be followed.			
<b>Terms of Reference:</b>					
		Venue: within Dipolog City			
		*Air-conditioned Venue			
		*one (1) projector and 1 projector screens Note: Additional one (1) projector and 1 projector screens for the separate venue			
		*with three (3) or more microphones Note: Additional three(3) or more microphones for the sperate venue			
		*separate clean comfort room for Male and Female			
		Proposed Menu: (subject to change upon the request of the implementer)			
<b>TOTAL</b>					

### INSTRUCTIONS:

- (1) Accept of the RFG 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 quotations must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotations, 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 alterations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representatives.
7. The items 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 08-2005.
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.



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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

  
**CARL JOSHUA V. LIMBARING**  
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)