



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]		PR No:	2021-03-0094	March 1, 2021
Section / Office:	CID		SAI No:		
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost
<b>MEALS, SNACKS AND ACCOMODATION for 3 DAYS</b>					
1	pax	PARTICIPANTS	45	1,200.00	162,000.00
2	pax	TECHNICAL WORKING GROUP (LIVE-OUT)	8	1,000.00	24,000.00
Accommodation: Airconditioned venue, one (1) projector and 1 projector screens, with three (3) or more microphones, & internet connectivity					
Proposed Meals:					
Day 1					
Breakfast: Rice, scrambled egg, spanish sardines, dried fish & coffee/water, banana					
AM Snacks - chicken siopao, infused water					
Lunch - rice, beef steak, fried chicken (leg part), mongo w/ mixed vegetables & flaked fish, fresh fruits					
PM Snacks - beef burger, bottled water					
Dinner: rice, beef with brocolli, seafood chopuey, pork afritada, mixed fruits					
Day 2					
Breakfast: Rice, scrambled egg, ampalaya w/ egg, dried fish & coffee/water, banana					
AM Snacks - chicken empanada, infused water					
Lunch - rice, beef steak, fried chicken w/ gravy, mongo w/ mixed vegetables & flaked fish, fresh fruits					
PM Snacks - beef burger, bottled water					
Dinner: rice, chicken curry, seafood chopuey, pork steak, mixed fruits					
Day 3					
Breakfast: Rice, scrambled egg, ampalaya w/ egg, dried fish & coffee/water, banana					
AM Snacks - chicken empanada, infused water					
Lunch - rice, beef steak, fried chicken w/ gravy, mongo w/ mixed vegetables & flaked fish, fresh fruits					
PM Snacks - beef burger, bottled water					
Dinner: rice, chicken curry, seafood chopuey, pork steak, mixed fruits					
Add-ons:					
*tarpaulin					
*flowing coffee					
Note: establishment shall have an issued Certificate of Authority to Operate by the DOT and also allowed to operate at maximum of fifty percent (50%) operational/ seating capacity.					
<b>ONE HUNDRED EIGHTY-SIX THOUSAND PESOS</b>					<b>₱ 186,000.00</b>

PURPOSE: Workshop on the Finalization of the Developed Quarter 3 Modules in MTB-MLE Grades I-III in Kindergarten on March 22-24, 2021 (proposed date)

Requested by:	Approved by:
Signature: <i>[Signature]</i>	<i>[Signature]</i>
Printed Name: GRACE T. DELA CRUZ	MA. LIZA R. TABILON, CESO V
Designation: Education Program Supervisor	Schools Division Superintendent
Date: 03/01/21	

*[Handwritten notes]*  
 HPTB - CID RP  
 w/ WPP  
 MPS - MOOE  
 LPO XP - KOG



\*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,

\_\_\_\_\_  
Signature of Bidder/Offeror

**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.

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

**MA. KRISTINE A. ZAMORAS**  
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)