



Republic of the Philippines

Department of Education

REGION IX

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 **PROCUREMENT OF EVENT DECORATION SERVICES DURING GABAY ZANORTE 2026 CAREER EDUCATION EXPO 1st BATCH ON MARCH 9, 2026 IN ZN CULTURAL AND SPORTS COMPLEX, DIPOLOG CITY (PR NO.2026-02-088)** for FY 2026 in accordance with Section in accordance with Section of the Implementing Rules and Regulations of Republic Act No. 12009.

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 **March 3, 2026 10:00:00 AM** 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 2026 Business/Mayor's Permit, PhilGEPS Registration Number, Tax Clearance, DTI/SEC/CDA, Certificate of Registration and Omnibus Sworn Statement are also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at cellphone no. 0915-227-5980.

ZYHRINE P. MAYORMITA
BAC Chairperson - Goods & Services

FEB 27 2026

Stock No.	Unit	Item Description	Quantity	Unit Price	Total Price
To be used during the GABAY ZANORTE 2026 Career Education Expo 1st Batch on March 9, 2026 in ZN Cultural and Sports Complex, Dipolog City					
1	set	Event Decoration Services Venue: ZN Cultural and Sports Complex, Dipolog City	1		
		<p>Terms of reference :</p> <p>I. PROJECT DESCRIPTION The project involves the procurement of comprehensive event decoration services for the conduct of a Panel Interview. The supplier shall provide conceptualization, delivery, installation, styling, on-site support, and dismantling of all decorative and stage setup requirements.</p> <p>II. SCOPE OF WORK The winning supplier may provide the following: A. Balloon Arrangements Thematic balloon arches, columns, or clusters Combination of high-quality latex and/or foil balloons Color palette aligned with approved event motif B. Artificial Floral Arrangements Premium artificial flower styling Floral accents and stage Decorative floral pieces for interview area C. Thematic Decorative Elements Concept-based decorative props Cohesive and professionally styled event layout Accent elements enhancing overall visual presentation D. Lighting Accents Decorative stage lighting (warm/ambient tone) LED uplights and/or spotlights focused on interview area Proper and safe electrical wiring with concealed cable management E. Panel Interview Setup (6-8 Persons Capacity) Comfortable and presentable sofa set and/or cushioned chairs for six (6) to eight (persons Center table (if necessary) Carpet covering interview/stage area Professional spacing and arrangement appropriate for a formal panel interview setting</p> <p>III. GENERAL REQUIREMENTS -Supplier shall conduct site inspection prior to event date, if necessary. -Full setup must be completed at least 2 hours before the scheduled start of the activity. -Supplier shall assign personnel during ingress and setup. -All materials must be clean, durable, and in excellent condition. -Supplier shall ensure compliance with venue safety regulations. -Delivery, installation, and pull-out/dismantling are included in the contract price. No additional charges shall be imposed beyond the approved contract amount.</p> <p>Delivery Working Days: (Within the schedule fixed by the proponent.)</p>			

*** Nothing Follows ***		
	Total:	
PR No. 2026-02-090	Approved Budget of the Contract	Total: P10,000.00

*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

Ma'am:

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

<p><i>for BAC Members Only</i></p> <p>Date & Time Opened: _____</p> <p>Bidder is: <input type="checkbox"/> LCRB <input type="checkbox"/> not LCRB</p> <p>Name of the LCRB: _____</p>	<p>BAC Members:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;"> CHERYL V. OCUPE <small>BAC Member</small> </td> <td style="width: 50%; text-align: center;"> GIPAREL B. ELUMBA <small>BAC Member</small> </td> </tr> <tr> <td style="text-align: center;"> WILSON H. INDING <small>BAC Member</small> </td> <td style="text-align: center;"> JERRY C. BOKINGKITO <small>BAC Vice Chairperson</small> </td> </tr> <tr> <td colspan="2" style="text-align: center;"> ZYHRINE P. MAYORMITA <small>BAC Chairperson</small> </td> </tr> </table>	CHERYL V. OCUPE <small>BAC Member</small>	GIPAREL B. ELUMBA <small>BAC Member</small>	WILSON H. INDING <small>BAC Member</small>	JERRY C. BOKINGKITO <small>BAC Vice Chairperson</small>	ZYHRINE P. MAYORMITA <small>BAC Chairperson</small>	
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Address: Capitol 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
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Accomplish this RFQ correctly and accurately.

Do not alter the contents of this form in any way.

All technical specifications are mandatory.

Failure to comply with any of the mandatory requirements will disqualify your quotation.

Failure to follow these instructions will disqualify your entire quotation.

TERMS AND CONDITIONS:

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.

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.

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.

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.

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.

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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BIDDERS CERTIFICATE

PR No.:

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.

Signature over Printed Name

Position/Designation

Office Contact No.

PR No.:

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

MELQUSE DICK V. LUNJAS

Canvasser

Date of Canvass