



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	2021-01-0038	January 22, 2021
Section / Office:		CID		SAI No		
Stock No.	Unit	Item Description		Quantity	Est. Unit Cost	Total Cost
		MEALS, SNACKS AND VENUE				
		Activity: CID Program Implementation Review on Assessment of Adaptation to the New Normal				
1	pax	1ST QUARTER March 23-25, 2021		110	500.00	55,000.00
2	pax	2nd QUARTER June 22-24, 2021		110	500.00	55,000.00
3	pax	3rd QUARTER September 21-23, 2021		110	500.00	55,000.00
3	pax	4th QUARTER December 6-8, 2021		110	500.00	55,000.00
		<i>(see attached proposal for the list of participants)</i>				
		Venue: within Dipolog City				
		Accommodation:				
		*Airconditioned venue				
		*one (1) projector and 1 projector screens				
		*with three (3) or more microphones				
		*Separate Clean Comfort Room for Male and Female				
		Meals:				
		*inclusive of AM Snacks, Lunch & PM Snacks				
		Proposed Menu: (AM Snacks, Lunch, PM Snacks)				
		Day 1				
		AM Snacks - chicken siopao, infused water				
		Lunch - rice, beef steak, fried chicken (leg parQ), mongo w/ mixed vegetables & flaked fish				
		PM Snacks - beef burger, bottled water				
		Day 2				
		AM Snacks - chicken empanada, infused water				
		Lunch - rice, beef caldereta, fish tinola, eggplant & okra salad & fresh fruits				
		PM Snacks -ensaymada, bottled water				
		Day 3				
		AM Snacks - banana cake, infused water				
		Lunch - rice, pork humba, fish tinola, vegetable salad (eggplant, okra, agar-agar) & fresh fruits				
		PM Snacks - chicken siopao, bottled water				
		Add-ons:				
		*tarpauln				
		*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.				
TWO HUNDRED TWENTY THOUSAND PESOS						P 220,000.00
PURPOSE: FOR THE CONDUCT OF CID Program Implementation Review on Assessment of Adaptation to the New Normal (see proposed dates above)						
Requested by:				Approved by:		
Signature:						
Printed Name:	LILIA E. ABELLO, Ed.D			MA. LIZA B. TABILON, CESO V		
Designation:	CES-CID			Schools Division Superintendent		
Date:	JAN 20 2021			2021-01-22		



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) – Bida and Awards Committee (BAC) will undertake a Small Value Procurement for the **Meals, Snacks and Venue for the Conduct of CID Program Implementation Review on Assessment of Adaptation to the New Normal** for FY 2021 in accordance with (title of the Project) 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 February 8, 2021, 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 2nddivisionbacsecretariat@gmail.com.

A copy of your 2021 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. 0938-7375 625.

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

Item No.	Unit	DESCRIPTION OF ARTICLES	Quantity	Unit Price	Total
		MEALS, SNACKS AND VENUE			
		Activity: CID Program Implementation Review on Assessment of Adaptation to the New Normal			
1	pax	1ST QUARTER March 23-25, 2021	110		
2	pax	2nd QUARTER June 22-24, 2021	110		
3	pax	3rd QUARTER September 21-23, 2021	110		
4	pax	4th QUARTER December 6-8, 2021	110		
		<i>(see attached proposal for the list of participants)</i>			
		Venue: within Dipolog City			
		Accommodation:			
		*Air-conditioned venue			
		*one (1) projector and 1 projector screens			
		*with three (3) or more microphones			
		*Separate Clean Comfort Room for Male and Female			
		Meals:			
		*inclusive of AM Snacks, Lunch & PM Snacks			
		Proposed Menu: (AM Snacks, Lunch, PM Snacks)			
		Day 1			
		AM Snacks - chicken siopao, infused water			
		Lunch - rice, beef steak, fried chicken (leg part), mongo w/ mixed vegetables & flaked fish			
		PM Snacks - beef burger, bottled water			
		Day 2			
		AM Snacks - chicken empanada, infused water			
		Lunch - rice, beef caldereta, fish tinola, eggplant & okra salad & fresh fruits			
		PM Snacks - ensaymada, bottled water			
		Day 3			
		AM Snacks - banana cake, infused water			
		Lunch - rice, pork humba, fish tinola, vegetable salad (eggplant, okra, agar-agar) & fresh fruits			
		PM Snacks - chicken siopao, bottled water			
		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.			
		TOTAL			

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


KAREN T. ALMIROL
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)