







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

PURCHASE REQUEST

2023-01-0015

Department:		Department of Education [DepEd]		PR No:	January 11, 2023
Section / Office:		OSDS		SAI No:	
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost
		Activity: Conduct of Quarterly Division Management Committee Meeting (dmancom) FOR THE First Two Quarters of F.Y. 2023			
		MEALS, SNACKS AND VENUE			
1	pax	1st Quarter DManCom Meeting -February 15, 2023	90	1,000.00	90,000.00
2	pax	2nd Quarter DManCom Meeting - May 17, 2023	90	1,000.00	90,000.00
		Venue: within Dipolog City, close proximity to the Schools Division Office			
		*Airconditioned venue			
		*Inclusive of two (2) projector and projector screens			
		*with three (3) or more microphones			
		*separate clean comfort room for male and female			
		Proposed Menu: (inclusive of AM Snacks, Lunch and PM Snacks)			
		AM Snacks: cucumber/ lemon juice, banana cake/ cassava cake			
		Lunch: Rice, Fish Fillet, Fried Chicken, Bam-i, Soup, Assorted Fruits and drinks			
		PM Snacks: lemon juice, banana cake			
		Dinner: Rice, Chicken Adobo, Chicken Sweet and Sour, Assorted fruits, drinks			
		Note: Menu is subject to change upon the request of the end-user and approval of the service provider			
		*Add-ons:			
		*tarpaulin			
		*flowing coffee			

ONE HUNDRED EIGHT THOUSAND PESOS ONLY

P 180,000.00

PURPOSE: Meals, Snacks and Venue for the Conduct of Quarterly Division Management Committee Meeting (dmancom) FOR THE First Two Quarters of F.Y. 2023 (February 15, 2023 and May 17, 2023- Proposed Dates)

Signature:	Requested by	Approved by
Printed Name:	SHEENA MARIE L. SUELTO	VIRGILIO B. BATAN, JR. CESO VI
Designation:	AO-III	Schools Division Superintendent
Date:		

2023-01-11  
 180,000.00

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**DEPARTMENT OF EDUCATION**  
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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)