



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

PURCHASE REQUEST

2023 - 01-0002

Department:		Department of Education [DepEd]	PR No:		1/4/2023
Section / Office:		ACCOUNTING OFFICE	SAI No:		
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost
		OUTSOURCING SERVICES			
		<i>MEALS, SNACKS AND ACCOMMODATION</i>			
		January 16, 2023-ARRIVAL(PM SNACKS, DINNER AND ACCOMMODATION)	126	1,050.00	132,300.00
		122 PAX PARTICIPANTS			
		4 PAX PAG-IBIG			
		January 17, 2023 WITH PAG-IBIG	151	1,500.00	226,500.00
		139 PAX PARTICIPANTS			
		4 PAX PAG-IBIG			
		3 PAX PHILHEALTH			
		5 PAX DBM			
		January 18, 2023 WITH PHILHEALTH & DBM	152	1,500.00	228,000.00
		139 PAX PARTICIPANTS			
		5 PAX DBM			
		8 PAX COA			
		January 19, 2023 WITH COA	147	1,500.00	220,500.00
		139 PAX PARTICIPANTS			
		8 PAX COA			
		January 20, 2023 -MEALS AND SNACKS ONLY	139	750.00	104,250.00
		139 PAX PARTICIPANTS			
		SUMMARY OF PARTICIPANTS (DOs including Ius)			
		REGIONAL OFFICE STAFF- 12			
		SDS-8			
		RD WITH ENTOURAGE-2			
		DAPITAN CITY DIVISION-7			
		DIPOLOG CITY DIVISION-8			
		ZAMBOANA DEL NORTE DIVISION-9			
		ISABELA CITY DIVISION-5			
		ZAMBOANGA CITY DIVISION-18			
		ZAMBOANGA DEL SUR DIVISION-18			
		ZAMBOANGA SIBUGAY DIVISION-22			
		PAGADIAN CITY DIVISION-10			
		COA-8			
		PAG-IBIG-4			
		PHILHEALTH-3			
		DBM-5			
		TOTAL NUMBER OF PARTICIPANTS- 152			

TERMS OF REFERENCES

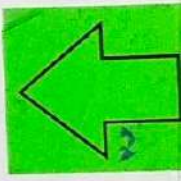
* USE OF VENUE (TABLES AND CHAIRS)			
* WITH 2 OVERHEAD PROJECTORS			
* MICROPHONES			
* SOUND SYSTEM			
* STRONG INTERNET CONNECTIVITY			
* EXTENSION WIRES			
* STAGE DECORATION			
* ARRANGEMENT OF PRESIDENTIAL TABLE			
* FREE FLOWING COFFEE			
* USE OF RESORT'S AMENITIES			

NINE HUNDRED ELEVEN THOUSAND FIVE HUNDRED FIFTY PESOS ONLY. P 911,550.00

PURPOSE: REGIONAL FACE TO FACE SEMINAR/WORKSHOP ON THE PREPARATION AND RECONCILIATION OF CY 2022 YEAR END FINANCIAL REPORTS ON JANUARY 16-20, 2023.

Signature:	Requested by: <i>[Signature]</i> 1/4/23	Approved by:
Printed Name:	ARVIE M. OMPOY, CPA	VIRGILIO D. BATAN JR., CESO VI
Designation:	ACCOUNTANT III	Schools Division Superintendent
Date:		

MPS-MODE UOXP-10A
Approved Fund FY 2022-2023





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) – Bids and Awards Committee (BAC) will undertake a Small Value Procurement **Regional face to face Seminar/Workshop on the Preparation and Reconciliation of CY 2022 Year End Financial Report on January 16-20, 2023** (PR No. 2023-01-0003) for FY 2022 in accordance with 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 JAN 17 2023, 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 zn.bac@deped.gov.ph

A copy of your 2023 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. 0935-399-3224.

JUDITH Y. ROMAGUERA, CESO VI
 Assistant Schools Division Superintendent
 BAC CHAIRPERSON **6**

Item No.	Unit	DESCRIPTION OF ARTICLES	Quantity	Unit Price	Total
OUTSOURCING SERVICES					
MEALS, SNACKS AND ACCOMMODATION					
1	Pax	January 16, 2023- Arrival (PM snacks, Dinner and Accommodation)	126		
		122 pax participants			
		4 pax pag-ibig			
2	Pax	January 17, 2023 with PAG-IBIG	151		
		139 pax participants			
		4 pax PAG-IBIG			
		3 pax PHILHEALTH			
		5 pax DBM			
3	Pax	January 18, 2022 with PHILHEALTH & DBM	152		
		139 pax participants			
		5 pax DBM			
		8 pax COA			
4	Pax	January 19, 2023 with COA	147		
		139 pax participants			
		8 pax COA			
5	Pax	January 20, 2023 MEALS and SNACKS ONLY	139		
		139 pax participants			
		Summary of Participants: Please see attached PR			
		Terms of Reference:			
		*use of venue (tables and chairs)			
		*with 2 overhead projectors			
		*microphones			
		*sound system			
		*strong internet connection			
		*extension wires			
		*stage decoration			
		*arrangement of Presidential Table			
		*Free flowing Coffee			
		*Use of Resorts Amenities			
		NOTHING FOLLOWS			
		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,

 Name & Signature of Bidder/Offeror

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

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)