

Conform



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

PURCHASE REQUEST

2023-01-0007

Department:		Department of Education [DepEd]	PR No:	01/04/2023	
Section / Office:		SGOD- HRD	SAI No:		
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	
		<b>MEALS, SNACKS w/ ACCOMMODATION</b>			
1	pax	2-DAY Live-In Capacity Building on DCP Maintenance and Monitoring Tool Rollout	93	3,000.00	279,000.00
		Inclusive: 2 breakfasts, 2 lunches, 2 dinners, 4 snacks, use of function hall and sound system in a conference setup and two (2) days accommodation.			
		Terms of References:			
		to be conducted in Dipolog City, Zamboanga del Norte			
		*One (1) spacious functional hall to accommodate 111 pax per IATF guidelines & flexible to group activities; Availability of audio-visual equipment for the function rooms (e.g. LCD, whiteboard and eraser, sound system, microphones, Philippine Flag, audio jack, video screen, etc.);			
		4.) Banquet set-up for meals;			
		5.) Strong & unlimited internet connection.			
		Proposed Menu: (Breakfast, AM Snacks, Lunch, PM Snacks & Dinner)			
		Breakfast: egg w/ ampalaya, boneless dried dangguit, chicken hotdog, sardines & rice and/or as agreed by end user and service provider			
		AM Snacks: kakanin and pineapple juice, tea			
		Lunch: rice, bam.i, fish fillet, beef steak, crab/chicken soup & assorted fruits and/or as agreed by end user and service provider			
		PM Snacks: lemon juice, cassava cake/ banana cake, tea			
		Dinner: rice, fish sinugba, chicken joy, chopsuey, pork adobo & assorted fruits and/or as agreed by end user and service provider			
		<i>Note: subject to change upon the request of the end-user in accordance to budget</i>			
		Add-ons:			
		Managed Buffet for facilitators and participants			
		*tarpaulin			
		*flowing coffee; flowing water			
		*alcohol/hand sanitizer			
		*foot disinfection			
		*thermal scanner			
		*Provide parking space for participants with vehicles.			
					P 279,000.00

**TWO HUNDRED SEVENTY NINE THOUSAND PESOS ONLY**

**PURPOSE:** Capacity Building on DCP Maintenance and Monitoring Tool Rollout on January 19-20, 2023.

Requested by:	Approved by:
Signature: <i>[Signature]</i>	<i>[Signature]</i>
Printed Name: ROBERT POCULAN III	VIRGILIO P. BATAN JR., CESO VI
Designation: SEPS, HRD	Schools Division Superintendent
Date: 01/04/2023	

*Handwritten notes:*  
 CBS - 4005 - 1000-1000  
 HATO Full FY 2023 - 101

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 **Capacity Building on DCP Maintenance and Monitoring Tool Rollout on January 19-20, 2023 (PR No. 2023-01-000-3)** for FY 2023 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 18 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](mailto: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

*JAN 18 2023*

Item No.	Unit	DESCRIPTION OF ARTICLES	Quantity	Unit Price	Total
		<b>MEALS, SNACKS W/ ACCOMMODATION</b>			
1	Pax	<b>2 DAY LIVE IN CAPACITY BUILDING ON DCP MAINTENANCE AND MONITORING TOOL ROLLOUT</b>	93		
		Inclusive: 2 breakfast, 2 lunches, 2 dinners, 4 snacks use of Function Hall and Sound System in a Conference Setup and 2 days accommodation			
		Terms of reference:			
		To be conducted in Dipolog City, Zamboanga del Norte			
		*one spacious functional hall to accommodate 166 pax per IATF guidelines & flexible to group activities;			
		*availability of audio-visual equipment for the function rooms (e.g. LCD, whiteboard and eraser, sound system, microphones, Philippine flag, audio jack, video screen etc)			
		*banquet set-up for meals;			
		*strong & unlimited internet connection			
		Proposed Menu: ( Breakfast, AM snacks, Lunch PM snacks, Lunch)			
		Breakfast: egg w/ ampelaya, boneless dried danguit, chicken hotdog, sardines & rice and/or as agreed by end-user and service provider			
		AM snacks: kakenin and pineapple juice, tea			
		Lunch: rice, bam-I, fish fillet, beef steak, crab/chicken soup & assorted fruits and/or as agreed by end-user and service provider			
		PM snacks: lemon juice, cassava cake/banana cake, tea			
		Dinner: rice, fish sinugba, chicken joy, chopsuey, pork adobo & assorted fruits and/or as agreed by end use and service provider			
		Add-ons:			
		Managed buffet for facilitators and participants			
		*tarpaulin			
		*flowing coffee; flowing water			
		*alcohol/sanitizer			
		*foot disinfection			
		*thermal scanner			
		Note: establishment shall have an issued Certificate of Authority to Operate by the DOH			
		<b>***NOTHING FOLLOWS***</b>			
		<b>TOTAL</b>			

\*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/Officer

Republic of the Philippines  
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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)