



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

PURCHASE REQUEST

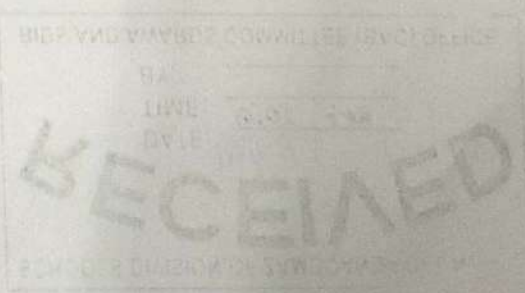
2023-03-0114

Department:		Department of Education [DepEd]		PR No:		03/28/2023
Section / Office:		SGOD- HRD and OSDS		SAI No:		
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost		
		MEALS, SNACKS w/ ACCOMMODATION				
		3-DAY Live-In Merit Selection Plan (MSP) Orientation - DO 007, 2023				
1	pax	Inclusive: 3 breakfasts, 3 lunches, 3 dinners, 6 snacks, use of function hall and sound system in a training/ seminar-workshop set-up and three (3) days accommodation	168	1,500.00		756,000.00
		Terms of References:				
		to be conducted in Dipolog City, Zamboanga del Norte				
		*One (1) spacious functional hall to accommodate 218 pax per batch ; Availability of audio-visual equipment e.g. 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 & 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				
		<u>Note: subject to change upon the request of the end-user in accordance to budget</u>				
		Add-ons:				
		Managed Buffet for facilitators and participants				
		*tarpaulin				
		*flowing coffee; flowing water				
		*alcohol/hand sanitizer				
<b>SEVEN HUNDRED FIFTY SIX THOUSAND PESOS ONLY</b>						<b>₱ 756,000.00</b>

PURPOSE: 3-DAY Live-In Merit Selection Plan (MSP) Orientation - DO 007, 2023 to be conducted on April 10-22, 2023.

Signature:	Requested by:	Approved by:
	ROBERT I. POCULAN III	VIRGILIO P. BATAN JR., CESO VI
Printed Name:	SEPS, HRD	Schools Division Superintendent
Designation:	03/28/2023	
Date:		

*Handwritten notes:*  
 #MTO F1 2023 - 0001  
 (with a blue circular stamp)







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 with the title **3 DAY Live-In Merit Selection Plan (MSP) Orientation – DO 007, 2023 To be conducted on April 10-22 2023 (PR No. 2023-03-0114)** 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 PR 10 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/GDA, 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.

*Judy Romaguera*  
**JUDITH V. ROMAGUERA CESO VI**  
 Assistant Schools Division Superintendent  
 BAC CHAIRPERSON

**6/1 MAR 2023**

Item No.	Unit	DESCRIPTION OF ARTICLES	Quantity	Unit Price	Total
		<b>MEALS, SNACKS w/ ACCOMMODATION</b>			
		<b>3 DAY Live-In Merit Selection Plan (MSP) Orientation – DO 007, 2023</b>			
1	Pax	<b>Inclusive: 3 breakfast, 3 lunches, 3 dinners, 6 snacks, use of function hall and sound system in a training/ seminar – workshop set-up and three (3) days accommodation</b>	168		
		<b>Terms of References:</b>			
		To be conducted in Dipolog City, Zamboanga del Norte			
		*one spacious function hall to accommodate 218 pax per batch; Availability of audio-visual equipment e.g. 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 & Dinner)			
		Breakfast: egg w/ ampalaya, boneless dried danguit, 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			
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		Dinner: rice, fish sinugba, chicken joy, chopsuey, pork adobo & assorted fruits and/or agreed by end user and service provider			
		<b>Note: subject to change upon the request of the end-user in accordance to budget</b>			
		<b>Add-ons:</b>			
		Managed buffet for facilitators and participants			
		*tarpaulin			
		*flowing coffee: flowing water			
		*alcohol/hand sanitizer			
		<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/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)