



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

PURCHASE REQUEST

2023-06-0251

Department:		Department of Education [DepEd]		PR No:	April 18, 2023
Section / Office:		CID-MEP		SAI No:	
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost
		Division INSET for MEP & ALS-ALIVE Teachers Cum Congress 2023 on August 16-18, 2023 (proposed date)			
		(Breakfast, AM Snacks, Lunch, PM Snacks, Dinner)			
1	PAX	LIVE-OUT PARTICIPANTS 4 X 1 DAY	4	950.00	3,800.00
2	PAX	LIVE-IN PARTICIPANTS 94 X 3 DAYS	282	1,500.00	423,000.00
3	PAX	LIVE-IN PARTICIPANTS 5 X 5 DAYS	25	1,500.00	37,500.00
		<i>Venue: Within Cluster MEP B Districts (Liloy, Labason, Gutalac &amp; Kalawit), must have enough parking spaces to provide the participants a place to park their cars.</i>			
		Accommodation:			
		*Airconditioned venue			
		*one (1) projector and 1 projector screens			
		*with three (3) or more microphones			
		*Separate Clean Comfort Room for Male and Female			
		*inclusive of AM Snacks, Lunch & PM Snacks & Dinner			
		AM Snacks: cucumber juice, banana cake/empaynada			
		Lunch: rice, beef steak, bam.i, fish fillet & assorted fruits			
		PM Snacks: lemon juice, cassava cake			
		Dinner: rice, seafood chopsuey, beef teriyaki, chicken cordon bleu & asstd. Fruits			
		<i>Note: subject to change upon the request of the end-user</i>			
		Add-ons:			
		*flowing coffee			
		Note: establishment shall have an issued <u>Certificate of Authority</u> to Operate by the DOT and also allowed to operate at maximum of <u>thirty percent (50%) operational/ seating capacity.</u>			
<b>ONE HUNDRED SIXTY THREE THOUSAND SIX HUNDRED PESOS ONLY</b>					<b>P 464,300.00</b>

PURPOSE: Division INSET for MEP & ALS-ALIVE Teachers Cum Congress 2023 on August 16-18, 2023 (proposed date)

Requested by:	Approved by:
Signature:	
Printed Name: YUSORH A. DAUH	ROY C. TUBALLA EMD, JD, CESO VI
Designation: EPS II - ALS/ Division MEP Focal Person	Schools Division Superintendent
Date: 04/18/23	MSS-CDO-P-2023-0088 N-9-N-23-02-0088





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 **Division INSET for MEP & ALS ALIVE Teachers Cum Congress 2023 on August 16-18, 2023 (PR No. 2023-06-0231)** 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 JUN 15 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. 0997-175-9453.

*[Signature]*  
**JUDITH V. ROMAGUERA, CESO VI**  
 Assistant Schools Division Superintendent  
 BAC CHAIRPERSON JUN 7 2023

Item No.	Unit	DESCRIPTION OF ARTICLES	Quantity	Unit Price	Total
		<b>DIVISION INSET FOR MEP &amp; ALS-ALIVE TEACHERS CUM CONGRESS 2023 ON AUGUST 16-18, 2023 (PROPOSED DATE)</b> (Breakfast, AM snacks, lunch, PM snacks, Dinner)			
1	PAX	LIVE-OUT PARTICIPANTS 4x1 DAY	4		
2	PAX	LIVE-IN PARTICIPANTS 94 x 3 DAYS	282		
3	PAX	LIVE-IN PARTICIPANTS 5 x 5 DAYS	25		
		Venue: within Cluster MEP B Districts (Liloy, Labason, Gutalac & Kalawit) must have enough parking spaces to provide the participants a place to park their cars.			
		Accommodation:			
		*air-conditioned venue			
		*one projector and one projector screen			
		*with three or more microphones			
		*Separate clean comfort room for male and female			
		*inclusive of AM Snacks, Lunch & PM snacks & Dinner			
		AM Snacks: cucumber juice, banana cake/empavnada			
		Lunch: rice, beef steak, bam-I, fish fillet & assorted fruits			
		PM snacks: lemon juice, cassava cake			
		Dinner: rice, seafood chopsuey, beef teriyaki, chicken cordon bleu & assorted fruits			
		Add-ons:			
		*flowing coffee			
		***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)