







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 **For Division Seminar Workshop on the Preparation of Mid-Year FY 2023 Financial Reports (July 4-6, 2023 (PR No. 2023-06-0244))** 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 26 2023 8:00 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. 0097-175-9453.

*Judith Romaguera Ceso VI*  
**JUDITH V. ROMAGUERA CESO VI**  
 Assistant Schools Division Superintendent  
 BAC CHAIRPERSON **9 JUN 2023**

Item No.	Unit	DESCRIPTION OF ARTICLES	Quantity	Unit Price	Total
1	PAX	MEALS, SNACKS, AIR-CONDITIONED FUNCTION HALL AND ROOM ACCOMMODATION			
		Division Seminar – Workshop on the Preparation of Mid-Year 2023 Financial Reports			
		Day 1- AM and PM snacks, Breakfast, lunch and Dinner (Live-In)	35		
		Day 2- AM and PM snacks, Breakfast, lunch and Dinner (Live-In)	35		
		Day 3- AM and PM snacks, Breakfast, lunch and Dinner (Live-Out)	35		
		Terms:			
		Location: within Dipolog City			
		Venue: air-conditioned with many outlets/extension wires for printers and laptops			
		Inclusions:			
		One projector and projector screen with two microphones and good quality sound system			
		Clean air-conditioned rooms for live-in participants			
		Inclusive of facilities for live-in participants			
		Separate clean comfort rooms for Male and Female			
		Proposed Menu:			
		AM Snacks: cucumber lemonade/lemon juice, banana cake, cassava cake/kakanin			
		PM snacks: lemon juice/iced tea, banana cake/kakanin			
		Breakfast: 3 viands (preferably with 1 halal food) with rice, juice drinks, fruits for dessert			
		Lunch: 3 viands (preferably with 1 halal food) with rice, soup, soft drinks, fruits for dessert			
		Dinner: 3 viands (preferably with 1 halal food) with rice, juice drinks, fruits for dessert			
		Add-ons: Tarpaulin, flowing coffee			
		Enough space for parking total of 35 pax			
		<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

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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)