



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

PURCHASE REQUEST

2023-06-0254

Department:		Department of Education [DepEd]		PR No:	06/21/2023
Section / Office:		SGOD- HRD and OSDS		SAI No:	
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	
		MEALS, SNACKS w/ ACCOMMODATION			
		2-DAY Live-In Onboarding of Newly-hired Administrative Officer II personnel on RPMS (DO 2, s. 2015), with Emphasis on Accurate Preparation and Processing of Documents from the Field to the SDO cum GAD Mainstreaming			
1	pax	Inclusive: 2 breakfasts, 2 lunches, 2 dinners, 4 snacks, use of function hall and sound system in a training/ seminar-workshop set-up and two (2) days accommodation	179	1,500.00	537,000.00
		Terms of References:			
		to be conducted in Dipolog City, Zamboanga del Norte			
		*One (1) spacious functional hall to accommodate 179 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			
		Note: subject to change upon the request of the end-user in accordance to budget			
		Add-ons:			
		Managed Buffet for facilitators and participants			
		*tarpaulin			
		*flowing coffee; flowing water			
		*alcohol/hand sanitizer			
		*Parking Space for at least 10% of the participants			
FIVE HUNDRED THIRTY SEVEN THOUSAND PESOS ONLY					P 537,000.00
PURPOSE: Live-In Onboarding of Newly-hired Administrative Officer II personnel on RPMS (DO 2, s. 2015), with Emphasis on Accurate Preparation and Processing of Documents from the Field to the SDO cum GAD Mainstreaming on July 5-7, 2023.					
Requested by:			Approved by:		
Signature:					
Printed Name:	ROBERT I. POCALAN III		ROY C. TUBALLA CESO VI		
Designation:	SEPS, HRD		Schools Division Superintendent		
Date:	06/21/2023		MPS-2006-Upper-202 2023-06-21-0254		



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 **Live-in Onboarding of Newly-hired Administrative Officer II personnel on RPMS (DO 2, s. 2015) with Emphasis on accurate preparation and processing of Documents from the Field to the SDO cum GAD Mainstreaming on July 5-7, 2023 (PR No. 2023-06-0254)** 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 JUL 03 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. 0997-175-9453.

JUDITH V. ROMAGUERA ZESO VI
 Assistant Schools Division Superintendent
 BAC CHAIRPERSON

Item No.	Unit	DESCRIPTION OF ARTICLES	Quantity	Unit Price	Total
		MEALS, SNACKS w/ ACCOMMODATION			
1	pax	2 DAY Live-in Live-in Onboarding of Newly-hired Administrative Officer II personnel on RPMS (DO 2, s. 2015) with Emphasis on accurate preparation and processing of Documents from the Field to the SDO cum GAD Mainstreaming on July 5-7, 2023	179		
		Inclusive: 2 breakfast, 2 lunches, 2 dinners, 4 snacks, use of function hall and sound system in a training/ seminar – workshop set-up and two (2) days accommodation			
		Terms of References:			
		To be conducted in Dipolog City, Zamboanga del Norte			
		*one spacious function hall to accommodate 179 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			
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		Add-ons:			
		Managed buffet for facilitators and participants			
		*tarpaulin			
		*flowing coffee: flowing water			
		*alcohol/hand sanitizer			
		*parking space for at least 10% of the participants			
		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)