



# PURCHASE REQUEST

Department of Education

Division of Zamboanga del Norte



Department: Curriculum Implementation Division

PR No.: 2023-68-0377

Date: 06-26-2023

Section:

SAI No.:

Date:

| Stock No. | Unit  | Item Description   | Qty | Estimated Unit Cost | Total Cost   |
|-----------|-------|--|-----|---------------------|--------------|
|           | heads | <b>2 Breakfast, 1 Lunch, 1 Dinner, 2 Snacks and 1 night Accommodation</b>  | 60  | 1,700.00            | P 102,000.00 |
|           |       | Venue: within Dipolog City   |     |                     |              |
|           |       | Air-conditioned venue, inclusive of one (1) projector screen with three (3) microphones, clean and air-conditioned accommodation for the live-in participants, inclusive use of facilities for the live-in participants, separate clean comfort room for male and female |     |                     |              |
|           |       | Note: Menu is subject to change upon the request of the end-user   |     |                     |              |
|           |       | Add-ons: tarpaulin (6x4ft) & flowing coffee  |     |                     |              |
|           |       | <b>Day 1</b>   |     |                     |              |
|           |       | <b>Breakfast</b>   |     |                     |              |
|           |       | Scrambled Egg  |     |                     |              |
|           |       | Hotdog   |     |                     |              |
|           |       | Daing  |     |                     |              |
|           |       | Cucumber/Lemon Juice   |     |                     |              |
|           |       | Assorted Fruits  |     |                     |              |
|           |       | Rice   |     |                     |              |
|           |       | <b>AM Snacks</b>   |     |                     |              |
|           |       | Native food and Cucumber/Lemon Juice   |     |                     |              |
|           |       | <b>Lunch</b>   |     |                     |              |
|           |       | Steamed Fish fillet  |     |                     |              |
|           |       | Pineapple Chicken  |     |                     |              |
|           |       | Peking Noodles w/Beef  |     |                     |              |
|           |       | Softdrinks   |     |                     |              |
|           |       | Mango Gelatin Pearl  |     |                     |              |
|           |       | Rice   |     |                     |              |
|           |       | <b>PM Snacks</b>   |     |                     |              |
|           |       | Native food and Cucumber/Lemon Juice   |     |                     |              |
|           |       | <b>Dinner</b>  |     |                     |              |
|           |       | Beef Stew  |     |                     |              |
|           |       | Chicken Lollipop   |     |                     |              |
|           |       | Pansit Canton  |     |                     |              |
|           |       | Chocolate Crunchies  |     |                     |              |
|           |       | Rice   |     |                     |              |
|           |       | Cucumber/Lemon Juice   |     |                     |              |
|           |       | <b>Day 2</b>   |     |                     |              |
|           |       | <b>Breakfast</b>   |     |                     |              |
|           |       | Scrambled Egg  |     |                     |              |
|           |       | Hotdog   |     |                     |              |
|           |       | Daing  |     |                     |              |
|           |       | Cucumber/Lemon Juice   |     |                     |              |
|           |       | Assorted Fruits  |     |                     |              |
|           |       | Rice   |     |                     |              |





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 the Conduct of the Division ALS Research Congress on November 23, 2023 (PR No. 2023-08-0307)** 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 AUG 21 2023 09:00 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

**10 AUG 2023**

| Item No. | Unit  | DESCRIPTION OF ARTICLES  | Quantity | Unit Price | Total |
|----------|-------|--|----------|------------|-------|
| 1        | HEADS | <b>2 BREAKFASTS, 1 LUNCH, 1 DINNER, 2 SNACKS AND 1 NIGHT ACCOMMODATION</b>   | 60       |            |       |
|          |       | <b>Venue: within Dipolog City</b>  |          |            |       |
|          |       | <b>Air-conditioned venue, inclusive of one projector screen with three microphones, clean and airconditioned accommodation for the live-in participants, inclusive use of facilities for the live-in participants, separate clean comfort room for male and female</b> |          |            |       |
|          |       | Add-ons: tarpaulin 6 x 3 ft & flowing coffee   |          |            |       |
|          |       | Day 1  |          |            |       |
|          |       | Breakfast: scrambled egg, hotdog, daing, cucumber/lemon juice, assorted fruits and rice  |          |            |       |
|          |       | AM snacks: native food and cucumber/lemon juice  |          |            |       |
|          |       | Lunch: steamed fish fillet, pineapple chicken, peking noodles w/ beef, softdrinks/bottled water, mango gelatin pearl and rice  |          |            |       |
|          |       | PM snacks: native food and cucumber/lemon juice  |          |            |       |
|          |       | Dinner: beef stew, chicken lollipop, pansit canton, chocolate crunchies, rice and cucumber/lemon juice   |          |            |       |
|          |       | Day 2  |          |            |       |
|          |       | Breakfast: Breakfast: scrambled egg, hotdog, daing, cucumber/lemon juice, assorted fruits and rice   |          |            |       |
|          |       | <b>***NOTHING FOLLOWS***</b>   |          |            |       |
|          |       |  |          |            |       |
|          |       |  |          |            |       |
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|          |       |  |          |            |       |
|          |       |  |          |            |       |
|          |       | <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)