



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

PURCHASE REQUEST

Department:		Department of Education [DepEd]	PR No	2021-02-0084	February 26, 2021
Section / Office:		CID	SAI No		
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost
		MEALS & SNACKS WITH FUNCTION HALL			
		106 pax BATCH 1 - APRIL 12 - 13, 2021 (CD1)			
		106 pax BATCH 2 - APRIL 14 - 15, 2021 (CD2)			
		108 pax BATCH 3 - APRIL 20 - 21, 2021 (CD3)			
		13 X 3 = 39 pax SDO CID PERSONNEL			
		(see attached proposal for the lists of participants)			
		Proposed Menu: (subject to change upon the request of the implementer)			
1	pax	Day 1 (AM SNACKS, LUNCH, PM SNACKS, DINNER)	359	850.00	305,150.00
		AM Snacks: Chicken siopao, bottled water			
		Lunch: Crispy chicken, beef menudo, sotanghon(soup), rice, fresh fruits			
		PM Snacks: Baked Spaghetti/Spaghetti with toasted sliced bread (2 slices)			
		Dinner: Beef steak, fish fillet w/ sweet&sour sauce, vegetable mixed salad & fresh fruits			
2	pax	Day 2 (BREAKFAST, AM SNACKS, LUNCH, PM SNACKS, DINNER)	359	1,000.00	359,000.00
		Breakfast: Fried fish, egg (sunny side), fresh fruits			
		AM Snacks: ensaymada, bottled water			
		Lunch: pork humba, chicken lollipop, vegetable mixed salad, rice, fresh fruits			
		PM Snacks: bibingka (rice), bottled water			
		Dinner: Crispy chicken, fried fish, pancit bion guisado, fresh fruits, bottled water			
		*packed			
		*ready @ 3:30pm			
		Add-ons: *flowing coffee *complimentary drinking water *tarpaulin			
		Accommodation: with separate clean CR for females & for males, one (1) projector and one (1) projector screen, with three (3) microphones			
		Note: establishment shall have an issued Certificate of Authority to operate by the DOT and also to operate at maximum of thirty percent (30%) operational/ seating capacity.			
SIX HUNDRED SIXTY-FOUR THOUSAND ONE HUNDRED FIFTY PESOS					P 664,150.00
PURPOSE: Enhancement Training of School Heads & Education Program Specialists in the ALS on Instructional Leadership in the New Normal on April 12-13 April 14-15, April 20-21 (proposed date)					
Signature:	Requested by:		Approved by:		
Printed Name:	LILIA E. ABELLO, Ed.D		MA. LIZA R. TABILON, CESO V		
Designation:	CES-CID		Schools Division Superintendent		
Date:					

#1210-CID-01
 of WFP
 MDS - MODE
 LEXA P - XPK

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,

Signature of Bidder/Offeror

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory.
- (4) Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (5) Failure to follow these instructions will disqualify your entire quotation.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DBM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

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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

MA. KRISTINE A. ZAMORAS
Canvasser

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)