



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.	2021-02-0078	February 23, 2021
Section / Office:		OSDS		SAI No.		
Block No.	Unit	Item Description		Quantity	Est. Unit Cost	Total Cost
<b>MEALS AND SNACKS with ACCOMODATION for 3 DAYS</b>						
1	pax	March 10, 2021		25	1,200.00	30,000.00
2	pax	March 11, 2021		25	1,200.00	30,000.00
3	pax	March 12, 2021		25	1,200.00	30,000.00
(Breakfast, AM Snacks, Lunch, PM snacks, Dinner)						
Accommodation: *Airconditioned venue *one (1) projector and 1 projector screens *with three (3) or more microphons *Separate Clean Comfort Room for Male and Female						
Proposed Menu: (subject to change upon the request of the implementer)						
<b>Day 1</b>						
Breakfast: Rice, scrambled egg, spanish sardines, dried fish & coffee/water, banana						
AM Snacks - chicken sloopao, infused water						
Lunch - rice, beef steak, fried chicken leg part, mango w/ mixed vegetables & baked fish, fresh fruits						
PM Snacks - beef burger, bottled water						
Dinner: rice, beef with broccoli, seafood chopuey, pork afritada, mixed fruits						
<b>Day 2</b>						
Breakfast: Rice, scrambled egg, ampataya w/ egg, dried fish & coffee/water, banana						
AM Snacks - chicken empanada, infused water						
Lunch - rice, pork humba, fried chicken w/ gravy, seafood chopuey & baked fish, fresh fruits						
PM Snacks - beef burger, bottled water						
Dinner: rice, chicken cordon blue, seafood chopuey, pork steak, mixed fruits						
<b>Day 3</b>						
Breakfast: Rice, scrambled egg, chicken hotdog, dried fish & coffee/water, banana						
AM Snacks - chicken empanada, infused water						
Lunch - rice, paella gataado, fried chicken w/ gravy, fish balls, fresh fruits						
PM Snacks - beef burger, bottled water						
Dinner: rice, pork humba, seafood chopuey, pork steak, mixed fruits						
<b>Add-ons:</b>						
*Tarpaulin						
*Flowing coffee						
Note: establishment shall have an issued Certificate of Authority to Operate by the DOT and also allowed to operate at maximum of fifty percent (50%) operational/ seating capacity.						
<b>NINETY THOUSAND PESOS</b>						<b>P 90,000.00</b>
<b>PURPOSE: Capacity Building for OSDS Section Unit Heads on Planning Budgeting and Performance Management on March 10-12, 2021 (proposed date)</b>						
Signature:	<i>[Signature]</i>			Approved by:		
Printed Name:	JUN LEONARD U. ROMARATE			MA. LIZA R. TABILON, CESO V		
Designation:	ADAS-III			Schools Division Superintendent		
Date:				<i>[Signature]</i>		

9155-1000  
 LEONARD ROMARATE



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 for the **Capacity Building for OSDS Section Unit Heads on Planning, Budgeting and Performance Management (PR-2021-02-0019)** in accordance with (title of the Project) 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 March 4, 2021, 10:00 A.M.** at the BAC Office, Schools Division of Zamboanga del Norte, Capitol Drive Estaka Digos City. Open submission may be submitted, manually or through email at [zndivisionbacssecretariat@gmail.com](mailto:zndivisionbacssecretariat@gmail.com).

A copy of your 2021 Business/Mayor's Permit, PhilGEPS Registration Number, Tax Clearance, DTI/SEC/DA, 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 telephone no. 0938-7375-625.

**JUDITH V. ROMAGUERA, CESE**  
 Assistant Schools Division Superintendent  
 BAC CHAIRPERSON

Item No.	Unit	DESCRIPTION OF ARTICLES	Quantity	Unit Price	Total
		<b>MEALS AND SNACKS with ACCOMODATION for 3 DAYS</b>			
		March 10, 2021			
		March 11, 2021			
		March 12, 2021			
		(Breakfast, AM Snacks, Lunch, PM snacks, Dinner)			
		Accommodation: *Air-conditioned venue *one (1) projector and 1 projector screens *with three (3) or more microphone *Separate Clean Comfort Room for Male and Female			
		Proposed Menu: (subject to change upon the request of the Implementer)			
		<b>Day 1</b>			
		Breakfast: Rice, scrambled egg, spanish sardines, dried fish & coffee/water, banana			
		AM Snacks - chicken sloopao, infused water			
		Lunch - rice, beef steak, fried chicken (leg part), mongo w/ mixed vegetables & flaked fish, fresh fruits			
		PM Snacks - beef burger, bottled water			
		Dinner: rice, beef with brocolli, seafood chopuey, pork afritada, mixed fruits			
		<b>Day 2</b>			
		Breakfast: Rice, scrambled egg, ampalaya w/ egg, dried fish & coffee/water, banana			
		AM Snacks - chicken empanada, infused water			
		Lunch - rice, pork humba, fried chicken w/ gravy, seafood chopsuey & flaked fish, fresh fruits			
		PM Snacks - beef burger, bottled water			
		Dinner: rice, chicken cordon blue, seafood chopuey, pork steak, mixed fruits			
		<b>Day 3</b>			
		Breakfast: Rice, scrambled egg, chicken hotdog, dried fish & coffee/water, banana			
		AM Snacks - chicken empanada, infused water			
		Lunch - rice, pansit guisado, fried chicken w/ gravy, fish tinola, fresh fruits			
		PM Snacks - beef burger, bottled water			
		Dinner: rice, pork humba, seafood chopsuey, pork steak, mixed fruits			
		<b>Add-ons:</b>			
		*tarpaulin			
		*flowing coffee			
		Note: establishment shall have an Issued Certificate of Authority to Operate by the DOT and also allowed to operate at maximum of fifty percent (50%) operational seating capacity.			
		<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,

\_\_\_\_\_  
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.