



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

PURCHASE REQUEST

2022-09-0421

Department:		Department of Education [DepEd]		PR No:	September 2, 2022
Section / Office:		SGOD- HRD		SAI No:	
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost
		MEALS, SNACKS w/ ACCOMMODATION			
1	pax	One (1) day Live-In Enhancement Training for Teachers & Teaching-related personnel on Teaching Strategies for the New Normal Education cum 2022 Awarding of Galing NORTE - Galing Guro/Galing Punong-Guro, Galing PSDS, and Galing Kawani Awards	150	1,200.00	180,000.00
		Inclusive: 1 breakfast, 1 lunch, 1 dinner, 2 snacks, use of function hall and sound system in a conference setup and one (1) day accommodation.			
		Terms of References:			
		to be conducted in Dipolog City, Zamboanga del Norte			
		*One (1) spacious airconditioned functional hall to accommodate 150pax per IATF guidelines; Availability of audio-visual equipment for the function hall (e.g. Projector Screen, sound system, 3 microphones, Philippine Flag, audio jack); Banquet set-up for meals			
		Proposed Menu: (Breakfast, AM Snacks, Lunch, PM Snacks & Dinner)			
		Breakfast: egg w/ ampalaya, boneless dried danggult, chicken hotdog, sardines & rice and/or as agreed by end user and service provider			
		AM Snacks: kakanin and pineapple juice, tea			
		Lunch: rice, 2 Lechon 25kg; 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, tea			
		Dinner: rice, fish tinola, 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			
		Room type (Accommodation): Air conditioned rooms; clean beddings, rest room, towel, basic toiletries			
		Add-ons:			
		Managed Buffet for facilitators and participants			
		*tarpaulin			
		*flowing coffee; flowing water			
		*alcohol/hand sanitizer			
		*foot disinfection			
		*thermal scanner			
		Note: establishment shall have an issued Certificate of Authority to Operate by the DOH and also allowed to operate at maximum of fifty percent (50%) operational seating capacity subject to IATF approval & guidelines.			
		*Provide parking space for 50% of participants.			
ONE HUNDRED EIGHTY THOUSAND PESOS ONLY					P 180,000.00

PURPOSE: One (1) day Live-In Enhancement Training for Teachers & Teaching-related personnel on Teaching Strategies for the New Normal Education cum 2022 Awarding of Galing NORTE - Galing Guro/Galing Punong-Guro, Galing PSDS, and Galing Kawani Awards on October 5, 2022.

Requested by:	Approved by:
Signature: _____	Signature: _____
Printed Name: ROBERT POCULAN III	VIRGILIO P. DATAN JR., CESO VI
Designation: SEPS, HRD	Schools Division Superintendent
Date: 09/02/2022	

Handwritten notes and signatures:
 VIRGILIO P. DATAN JR.
 09/02/2022



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 One day live-in Enhancement Training for Teachers & Teaching-related personnel on teaching strategies for the new normal education cum 2022 Awarding of Galing Norte-Galing Guro/Galing Punong-Guro, Galing PSDS, and Galing kawani Awards on October 5, 2022 (PR No. 2022-09-0421) for FY 2022 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 SEP 19 2022, 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 2022 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 cellphone no. 0935-399-3224.

J. M. Romaguera
JUDITH V. ROMAGUERA, CESO VI
Assistant Schools Division Superintendent
BAC CHAIRPERSON

Item No.	Unit	DESCRIPTION OF ARTICLES	Quantity	Unit Price	Total
		MEALS, SNACKS W/ ACCOMMODATION			
1	Pax	One day live-in Enhancement Training for Teachers & Teaching-related personnel on teaching strategies for the new normal education cum 2022 Awarding of Galing Norte-Galing Guro/Galing Punong-Guro, Galing PSDS, and Galing kawani Awards on October 5, 2022	150		
		Inclusive: 1 breakfast, 1 lunches, 1 dinners, 2 snacks, use of function hall and sound system in a conference setup and one (1) day accommodation			
		Terms of reference:			
		To be conducted in Dipolog City, Zamboanga del Norte			
		*one spacious functional hall to accommodate 150 pax per IATF guidelines & flexible to group activities;			
		*availability of audio-visual equipment for the function rooms (e.g. projector screen, sound system, 3 microphones, Philippine flag, audio jack			
		*banquet set-up for meals;			
		Proposed Menu: (Breakfast, AM snacks, Lunch, PM snacks & Dinner)			
		Breakfast: egg w/ empalaya, bondless dried dangut, chicken hotdog, sardines & rice and/or as agreed by end-user and service provider			
		AM snacks: kakanin and pineapple juice, tea			
		Lunch: rice, lechon 25kg, 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, tea			
		Dinner: rice, fish tinola, 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			
		*Room type (accommodation): air-conditioned rooms; clean beddings, rest room, towel, basic toiletries.			
		Add-ons:			
		Managed buffet for facilitators and participants			
		*terpelin			
		*flower coffee			
		*alcohol/sanitizer			
		*foot disinfection			
		*thermal scanner			
		Note: establishment shall have an issued Certificate of Authority to Operate by the DOH and also allowed to operate at maximum of fifty percent 50% operational/boating capacity subject to IATF approval & guidelines			
		*provide parking space for all 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

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

RADIJE ENERIO

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)

