

DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City

PURCHASE REQUEST

2022-10-0519

Department: Department of Education [DepEd]		PR No:	10/16/22		
Section/ Office:		SAI No:			
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost
DAY 0					
1	PAX	3 DAY SGOD PERSONNEL RESEARCH CAPACITY BUILDING	30	1,200 per pax X 30 pax = 36,000 x 3 days = 108,000	108,000 36,000.00
		1 PM SNACKS/1 DINNER (inclusive of sleeping accommodation)			
		USE OF HALL & PROJECTOR			
DAY 1					
2	PAX	1ST Day of Seminar			
		1 BREAKFAST/1 AM SNACKS/1 LUNCH/ 1 PM SNACKS/ 1 DINNER (sleeping accommodation)			
		USE OF HALL & PROJECTOR			
DAY 2					
3	PAX	2ND day of seminar			
		1 BREAKFAST/1 AM SNACKS/1 LUNCH/1 PM SNACKS/1 DINNER (sleeping accommodation)			
DAY 3					
4	PAX	Presentation of Output and Critiquing/ Post-Test & Closing Program			
		1 BREAKFAST/1 AM SNACKS/ 1 LUNCH			
Proposed Menu:					
Breakfast: Bulad danggit, fried egg, longganisa, fried rice & fruits					
AM SNACKS: Burger and Canned Juice					
LUNCH: Beef Caldereta, Sweet and Sour Fish, Pork Humba, Beef soup and fresh fruits/softdrinks					
PM Snacks: Pancit Palabok and canned juice					
Dinner: Fish siugba, chicken teriyaki, ham I & fish tinola with fresh fruits/softdrinks					
Note: Subject to change upon the request of the end-user in accordance to budget					
Add-ons:					
Printing of Tarpaulin					
Flowing coffee, Milo & milk					
Projector 2 pcs					
Projector screen 2 pcs					
Alcohol/sanitizer					
Foot disinfection					
Thermal scanner					
Internet Connection/wifi					
Note: Establishment shall have an issued Certificate of Authority to Operate by the DOH and also allowed to operate at maximum of fifty (50%) operational/seating capacity subject to IATF approval & guidelines					
Provide parking space for 50% of participants					
TOTAL					108,000.00

SIXTY THOUSAND PESOS ONE HUNDRED ~~SIXTY~~ THOUSAND P 108,000.00

PURPOSE: CAPACITY DEVELOPMENT FOR DATA HUB MANAGERS & REGISTRARS

	Requested by:		Approved by:
Signature:			
Printed Name:	LEONIDO A. AMPILO JR.	VIRGILIO B. BASAN JR., CESO VI	
Designation:	Senio Education Program Specialist	Schools Division Superintendent	
Date:		2022-10-10	

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HMD + 2022 - SGOD



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 **Capacity Development for Data Hub Managers & Registrars (PR No. 2022-10-0519)** 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 NOV 01 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/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. 0935-399-3224.

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

Item No.	Unit	DESCRIPTION OF ARTICLES	Quantity	Unit Price	Total
1	PAX	3 DAY SGOD PERSONNEL RESEARCH CAPACITY BUILDING	30		
		1 PM snacks/1 Dinner (inclusive of sleeping accommodation)			
		Use of Hall & Projector			
		1st DAY OF SEMINAR			
		1 Breakfast/1 AM Snacks/1 Lunch/1 PM Snacks/1 Dinner (sleeping accommodation)			
		Use of Hall & Projector			
		2nd DAY OF SEMINAR			
		1 Breakfast/1 AM Snacks/1 Lunch/1 PM Snacks/1 Dinner (sleeping accommodation)			
		DAY 3			
		Presentation of Output and Critiquing/Post-Test & Closing Program			
		1 Breakfast/1 AM Snacks/1 Lunch			
		Proposed Menu:			
		Breakfast: buled danggit, fried egg, longganisa, fried rice & fruits			
		AM snacks: burger and canned juice			
		Lunch: Beef caldereta, sweet and sour fish, pork humba, beef soup and fresh fruits			
		PM snacks: pancit palabok and canned juice			
		Dinner: fish sinugba, chicken teriyaki, bam-I & fish tinola with fresh fruits			
		Note: subject to change upon the request of the end-user in accordance to budget			
		Add-ons:			
		Printing of Tarpaulin			
		Flowing coffee, Milo & milk			
		Projector 2 pcs			
		Projector screen 2 pcs			
		Alcohol/sanitizer			
		Foot disinfection			
		Thermal scanner			
		Internet Connection/Wifi			
		Note: establishment shall have an issued Certificate of Authority to operate by the DCH			
		***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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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

GEKABEL M. VELARDE
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)