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

PURCHASE REQUEST

Department		Department of Education (DepEd)	PR No.	January 27, 2022	
Section / Office		SGOD- SMME	EAI No.		
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost
		<b>MEALS, SNACKS w/ VENUE</b>			
		<b>Capacity Building of SDO unit Heads and Internal Quality Auditors</b>			
		<b>Inclusive: 3 breakfasts, 3 lunch, 5 snacks, use of function hall and sound system in a seminar workshop setup</b>			
1		<b>Day 1 - February 17, 2022</b>	27	650.00	17,550.00
2		<b>Day 2 - February 18, 2022</b>	27	650.00	17,550.00
3		<b>Day 3 - February 19, 2022</b>	27	575.00	15,525.00
		<b>Terms of References:</b>			
		to be conducted in Labason, Zamboanga del Norte			
		*Airconditioned venue, with microphone, projector & projector screen			
		Proposed Menu: (Breakfast, AM Snacks, Lunch, PM Snacks)			
		Breakfast: egg w/ ampalaya, chicken hotdog, sardines & rice			
		AM Snacks: kakanin and pineapple juice			
		Lunch: rice, fried chicken, bam., fish fillet & assorted fruits			
		PM Snacks: lemon juice, cassava cake			
		Note: subject to change upon the request of the end-user			
		Add-ons:			
		*tarpaulin			
		*flavoring coffee			
		*alcoholhand 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.			
<b>FIFTY THOUSAND SIX HUNDRED TWENTY-FIVE PESOS</b>					<b>P 50,625.00</b>
<b>PURPOSE: Three (3) Day Capacity Building of SDO unit Heads and Internal Quality Auditors on Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) (Proposed Date: February 17-19, 2022)</b>					
Signature:		Requested by:	Approved by:		
Printed Name:		WILSON H. MADING	MA. LIZA A. TABILON, CESO V		
Designation:		SEPS	Schools Division Superintendent		
Date:			HONORABLE MA. LIZA A. TABILON Div. Office MOE - LDCOP - ZDO		



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 **Three (3) Day Capacity Building of SDO unit Heads and Internal Quality Auditors on Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Proposed date: February 14-16, 2022 (PR No. 2022-02-0047)** for FY 2022 in accordance with Section 53.9 of the 2018 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 FEBRUARY 9, 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 [zndvisabac@depednaruto.gov.ph](mailto:zndvisabac@depednaruto.gov.ph)

A copy of your 2022 Business/Mayor's Permit, PhilGEPS Registration Number, Tax Clearance, DTI/SECODA, 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 M. ROMAGUERA, CESE  
Assistant Schools Division Superintendent  
BAC CHAIRPERSON

Item No.	Unit	DESCRIPTION OF ARTICLES	Quantity	Unit Price	Total
		Three (3) Day Capacity Building of SDO unit Heads and Internal Quality Auditors on Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Proposed date: February 17-19, 2022			
		<b>INCLUSIVE: 3 BREAKFAST, 3 LUNCH, 5 SNACKS, USE OF FUNCTION HALL AND SOUND SYSTEM IN A SEMINAR WORKSHOP SETUP</b>			
1	PAX	DAY 1 – FEBRUARY 17, 2022	27		
2	PAX	DAY 2 – FEBRUARY 18, 2022	27		
3	PAX	DAY 3 – FEBRUARY 19, 2022	27		
		Terms of References:			
		Venue: Within Dipolog City			
		*Airconditioned venue, with microphone, projector & projector screen			
		Proposed Menu: (Breakfast, AM Snacks, Lunch, PM Snacks)			
		Breakfast: egg w/ ampalaya, chicken hotdog, sardines & rice			
		AM Snacks: kakanin and pineapple juice			
		Lunch: rice, beef steak, bam.I, fish fillet & assorted fruits			
		PM Snacks: lemon juice, cassava cake			
		Note: subject to change upon the request of the end-user			
		Add-ons:			
		*tarpaulin			
		*flowing coffee			
		*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.			
<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.

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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)