



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. 2022-01-CM3		February 7, 2022	
Section / Office		SDS		Title:			
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost		
MEALS, SNACKS AND VENUE							
Activity: Conduct of Quarterly Division Management Committee Meetings for F.Y. 2022							
1	pax	1st Quarter DManCom Meeting - Feb. 22, 2022	80	562.50	45,000.00		
2	pax	2nd Quarter DManCom Meeting - May 12, 2022	80	562.50	45,000.00		
3	pax	3rd Quarter DManCom Meeting - Aug. 11, 2022	80	562.50	45,000.00		
4	pax	4th Quarter DManCom Meeting - Nov. 17, 2022	80	562.50	45,000.00		
(see the attached proposal for the list of participants)							
Venue: within Dipolog City, close proximity to the Schools Division Office							
*Airconditioned venue							
*Inclusive of one (1) projector and projector screens							
(with three (3) or more microphones							
*separate clean comfort room for male and female							
Proposed Menu: (inclusive of AM Snacks, Lunch and PM Snacks)							
AM Snacks: cucumber/lemon juice, banana cake/ cassava cake							
Lunch: Rice, Fish Fillet, Fried Chicken, Bam-I, Soup and Assorted Fruits							
PM Snacks: lemon juice, banana cake							
Note: Menu is subject to change upon the request of the end-user							
*Add-ons:							
*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.							
ONE HUNDRED EIGHTY THOUSAND PESOS						P 180,000.00	

PURPOSE: For the Conduct of Quarterly Division Management Committee (DManCom) Meetings for F.Y. 2022. (Proposed date: February 22, May 12, August 11 and November 22, 2022)

Signature		Approved by:	
Printed Name	CHRISTINE JOY C. PACO		MA. LEA R. TABILON, CESO V
Designation	IAA		School Division Superintendent
Date:			

Handwritten notes:
 NOTED BY JASD
 08/18/22
 MDS - MDS - LORAY



REQUEST FOR QUOTATION

The Department of Education – Zamboanga Del Norte (DEPED) – Bids and Awards Committee (BAC) will undertake a Small Value Procurement for the **Conduct of Quarterly Division Management Committee (DManCom) Meetings for FY 2022 (PR No. 2022-02-0002)** 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 FEBRUARY 17, 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 zdschoolsnetnot@gmail.com.

A copy of your 2022 Business/Mayor's Permit, PhilGEPS Registration Number, Tax Clearance, DTVE/CDDA, 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 onlyphone no. 0938-7375-625.

JUDITH V. BOMAGUERA, CESE
 Assistant Schools Division Superintendent
 BAC CHAIRPERSON

Item No.	Unit	DESCRIPTION OF ARTICLES	Quantity	Unit Price	Total
MEALS, SNACKS AND VENUE					
Activity: Conduct of Quarterly Division Management Committee Meetings for F.Y. 2022					
1	pax	1st Quarter DManCom Meeting -February 22, 2022	80		
2	pax	2nd Quarter DManCom Meeting - May 12, 2022	80		
3	pax	3rd Quarter DManCom Meeting - August 11, 2022	80		
4	pax	4th Quarter DManCom Meeting - November 22, 2022 (see the attached proposal for the list of participants)	80		
Venue: within Dipolog City, close proximity to the Schools Division Office					
*Airconditioned venue					
*inclusive of one (1) projector and projector screens (with three (3) or more microphones					
*separate clean comfort room for male and female					
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Lunch: Rice, Fish Fillet, Fried Chicken, Egg-s, Soup and Assorted Fruits					
PM Snacks: lemon juice, banana cake					
Note: Menu is subject to change upon the request of the end-user					
*Add-ons:					
*tarpaulin					
*flowing coffee					
Note: establishment shall have an issued <u>Certificate of Authority to Operate</u> by the DOT and also allowed to operate at maximum of fifty percent (50%) operational/ seating capacity.					
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
 Madam:

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 05-2005.
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


CARL JOSHUA V. LIMBARING

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)