

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

PURCHASE REQUEST

Department : Dept. of Education PR No: Date: 12/29/2022
 Name of Section/Office : BUDGET OFFICE SAI No: Date:

Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost
1	Pax	MEALS, SNACKS, AIR-CONDITIONED FUNCTION HALL AND ROOM ACCOMMODATION	35	1,500.00	52,500.00
		Inclusive: 2 (2) nights room accommodation, 2 breakfast, 2 lunch, 2 dinner, 2 AM Snacks, 2 PM snacks, airconditioned function hall for 2 days, good quality sound system, function hall in seminar workshop set up	35	1,500.00	52,500.00
		Terms of Reference:			-
		Venue: Airconditioned Function Hall in Seminar-Workshop Set-up, spacious and comfortable, good quality sound system, minimum of four microphones, projector and projector sreen, tarpaulin, rooms for overnight stay, air-conditioned with inclusion of standard provisions. Wide parking space in Dipolog City			-
		Meals Menu: minimum of 3 viands rice, dessert, fruits, soft drinks or juice			
		Snacks: kakanin, bread/sandwich, softdrinks or juice			
		Add-ons: alcohol, sanitizer, thermal scanner, must have secured Certificate of Authority to Operate			
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				Total:	105,000.00

Purpose: For PRE-YEAREND SEMINAR WORKSHOP ON THE PREPARATION OF FY 2022 FINANCIAL REPORTS

Signature:	Requested by: <i>Casevera</i>	Approved by: <i>Virgilio P. Batan, Jr.</i>
Printed Name:	CASEVERA V. LUNJAS	VIRGILIO P. BATAN, JR. CESO VI
Designation:	Administrative Officer V - Budget	Schools Division Superintendent
Date:	12/29/2022	

AUTO FUND FY 2022
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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.