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 Sec	ne of Section/Office : BUDGET OFFICE		SAI No:		Date:	
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost	
		MEALS, SNACKS, AIR-CONDITIONED FUNCTION HALL AND				
1	Pax	ROOM ACCOMMODATION	35	1,500.00	52,500.0	
		Inclusive: 2 (2) nights room accommodation, 2 breakfast, 2				
- 1		lunch, 2 dinner, 2 AM Snacks, 2 PM snacks, airconditioned	1			
- 1		function hall for 2 days, good quality sound system, function			1	
1		hall in seminar workshop set up	35	1,500.00	52,500.0	
		Terms of Reference:				
		Venue: Airconditioned Function Hall in Seminar-Workshop Set-up,				
- 1		spacious and comfortable, good quality sound system, minimum		1		
- 1		of four microphones, projector and projector sreen, tarpaulin,				
- 1		rooms for overnight stay, air-conditioned with inclusion of				
		standard provisions. Wide parking space in Dipolog City				
1		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				
		,,				
		1				
		1				
					-	
					-	
					-	
					-	
					-	
-		[
]			-	
					-	
				Total:	105,000.0	
rpose: For	PRE-YEAR	REND SEMINAR WORKSHOP ON THE PREPARATION OF FY 202	2 FINANCIAL RE	PORTS		
		Deguared by	Approved by:			
		Requested by:	Approved by:	())———	
gnature:		CASEMBRA V. LUNJAS	Vira	HIO DOTAL IS	CECO VII	
		CASEMBRA V. LUNJAS I	VIRGILIO PARATAN, JR. CESO VI Schools Division Superintendent			
inted Name signation:		Administrative Officer V - Budget				



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 Pre-Year End Seminar Workshop on the Preparation of FY 2022 Financial Reports (PR No. 2023-01-0001) 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 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 Please quote your quotation duly signed by you or your duly authorized representative not later than An 2023, 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.

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

Item No.	Unit	DESCRIPTION OF ARTICLES	Quantity	Unit Price	Total
1	Pax	MEALS, SNACKS, AIR-CONDITIONED FUNCTION HALL AND ROOM ACCOMMODATION	35		
		Inclusive: 2 nights room accommodation, 2 breakfast, 2 lunches, 2 dinners, 2 AM snacks, 2 PM snacks, airconditioned function hall for two days, good quality sound system, function hall in seminar workshop set up	35		
		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 screen, 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, soft drinks or juice			
		Add-ons. alcohol, sanitizer, thermal scanner, must have secured Certificate of Authority to operate			
		NOTHING FOLLOWS			
		TOTAL			

^{*}The above quoted prices are inclusive of all costs and applicable taxes.

The	Cha	ıman		
			_	

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
	is herewith proposed/enclosed as guaranty for the faithful compliance of my/our obligations

Very truly yours,



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:

- 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.
- 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.
- 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.

The Deports