



REQUEST FOR QUOTATION

Procuring	DepED, Division of Ozamiz City	RFQ No.:	MAY23-92
Office/End-	OSDS - Finance	PR No.	2023-05-92
Purpose:	Orientation seminar of School Heads and Finance Personnel on School Financial Management - May 23-24, 2023 and May 30-31, 2023	Date:	May 12, 2023

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period is within 4 calendar days on a given schedule.
- Avoid quoting if stocks are not available within the period stipulated.
- Warranty shall be for a minimum of three (3) months for supplies and materials from date of acceptance by the end-user.
- Price validity shall be for a period of sixty (60) calendar days.
- Bidders shall submit original brochures showing certifications of the product, if applicable.
- Failure to print name and/or signature of authorized representative shall disqualify the supplier from participating the bidding process.
- Failure to deliver within the stipulated delivery period shall subject the supplier to a penalty or liquidated damages of 1/10 1% per day of delay on items not delivered.

Please quote your lowest price on the item(s) listed below, subject to the Terms and Conditions stated above and submit your quotation duly signed by your representative not later than 2 days after the receipt of this document.

Very truly yours,

DIONESIO L. LAVAGON, JR.

OIC-ASDS/BAC Chairman

Company Name:	
Address:	
Telephone No./ Fax No.	

Item No.	QTY	Unit	Items and Description	ABC	Bidder's Brand	Unit Price	Total Price
1	220	pax	Catering Services: 1 Lunch (3 viands, rice, desserts/sweets and drinks) AM and PM snacks with drinks for May 23-24, 2023 and May 30-31, 2023. Note: 55 pax per day Daily Allocation	400.00			
			AM Snacks 80.00 x 55 pax = 4,400.00				
			Lunch 240.00 x 55 pax = 13,200.00				
			PM Snacks 80.00 x 55 pax = 4,400.00				
			TOTAL 22,000.00				
			*** Nothing Follows ***				
TOTAL				88,000.00			

After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at prices noted above.

Note:

- Amount Below Php 50,000.00
 - * please attach MAYOR'S BUSINESS PERMIT (photocopy only)
- Amount Above Php 50,000.00
 - * please attach MAYOR'S BUSINESS PERMIT (photocopy only)
 - * Omnibus Sworn Statement (photocopy only)
 - * Latest Income Business Return (photocopy only)

 Signature Over Printed Name / Date