



REQUEST FOR QUOTATION

Procuring Office/End-Purpose:	DepED, Division of Ozamiz City	RFQ No.:	JUN23-141
	SGOD	PR No.	2023-06-141
	For the Conduct of the Orientation Program for the Newly Hired Teachers scheduled on July 20,21,27,28, 2023	Date:	June 22, 2023

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period is July 20,21,27,28, 2023.
- 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. LUWAG, JR.
 ASDS/BAC Chair

Company Name:							
Address:							
Telephone No./ Fax No.							
Item No.	QTY	Unit	Items and Description	ABC	Bidder's Brand	Unit Price	Total Price
			Rental of Training Venue and Catering Services (a.m. snacks, p.m. snacks and Lunch) of the 72 participants, speakers, support staff and facilitators for the scheduled 4-day orientation-program scheduled on July 20,21,27 and 28, 2023.				
1	72	pax	Day 1-July 20, 2023	350.00			
			(a.m. snacks: juice in can, chicken siopao; Lunch: rice, 2 main course, 1 pasta/vegie, dessert, softdrinks; p.m. snacks juice in can, bam-l with sandwich				
2	72	pax	Day 2-July 21, 2023	350.00			
			(a.m. snacks: juice in can, chicken burger; Lunch: rice, 2 main course, 1 pasta/vegie, dessert, softdrinks; p.m. snacks juice in can, beef spaghetti				
3	72	pax	Day 3-July 27, 2023	350.00			
			(a.m. snacks: juice in can, tuna sandwich with crackers; Lunch: rice, 2 main course, 1 pasta/vegie, dessert, softdrinks; p.m. snacks juice in can, fresh lumpia				
4	72	pax	Day 4-July 28, 2023	350.00			
			(a.m. snacks: juice in can, tuna sandwich with crackers; Lunch: rice, 2 main course, 1 pasta/vegie, dessert, softdrinks; p.m. snacks juice in can, bam-l with sandwich				
			Inclusions:				
			free use of sound system with atleast 3 microphones				
			free use of generator should in case there is a power interruption				
			free use of projector screen				
			with tables and chairs for the 72 participants and 3 buffet tables to be used during lunch				
			with flowing coffee and choco drink				
			with flowing hot and cold water				
			*** Nothing Follows ***				
TOTAL				100,800.00			

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