



Republic of the Philippines
 Department of Education
 Region X – Northern Mindanao
DIVISION OF OZAMIZ CITY
 City of Ozamiz
 IBJT Compound, Carangan, Ozamiz City
 Telephone (088) 545-0988 Fax No. (088) 545-0990
 Website: www.depedozamiz.net / Email: deped1miz@gmail.com



REQUEST FOR QUOTATION

Procuring	DepED, Division of Ozamiz City	RFQ No.:	JUL23-155
Office/End-	Planning and Research	PR No.	2023-07-155
Purpose:	For the expenses relative to the Administrative of Division Research Congress/Conference and Division Youth Summit	Date:	July 25, 2023

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period is Sept 11-13, 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. LAVAGON, 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
			Catering Services with the following menu for 3 days on Sept 11-13,2023 with venue and overflowing coffee				
1	60	pax	Day 1-Sept 11, 2023	350.00			
			AM Snacks: Burger and Coke, Lunch: rice, coke, tinolang manok, adobong baboy, beef teriyaki, mixed fruits, PM Snacks: Kutsinta with Juice in Can				
2	60	pax	Day 2-September 12, 2023	350.00			
			AM Snacks: Siopao and Coke, LUNCH: rice, bottled water, adobong manok, sweet and sour fish, ginisang kangkong, mixed fruits, PM Snacks: egg sandwich and sprite				
3	60	pax	Day 3-September 13, 2023	350.00			
			AM Snacks: cassava cake with juice in can, LUNCH: Baked ground pork, sweet and sour chicken, Bam-e, rice, juice in can, PM Snacks: Spaghetti and garlic bread and juice in can				
			*** Nothing Follows ***				
TOTAL				63,000.00			

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