



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.:	AUG23-165
Office/End-	CID	PR No.	2023-08-165
Purpose:	For the conduct of Training-Workshop on Capacitating Education Leaders I Microsoft Reading Progress Tool	Date:	August 23, 2023

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period is September 19-21, 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,

DIONISIO 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
			Training Venue and Catering Services - a.m. snacks, p.m. snacks and Lunch of participants, speakers, support staff and facilitators				
1	95	pax	Day 1-September 19, 2023	350.00			
			(a.m. snacks: juice in can, baked beef macaroni; Lunch: rice, 2 main course, 1 pasta/vegie, dessert, softdrinks; p.m. snacks juice in can, carbonara (beef)				
2	95	pax	Day 2-September 20, 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, chicken siopao				
3	95	pax	Day 3- September 21, 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-I 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 95 participants and buffet tables to be used during lunch				
			with flowing coffee and choco drink				
			with flowing hot and cold water				
			with free wifi				
			*** Nothing Follows ***				
TOTAL				99,750.00			

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