



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
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REQUEST FOR QUOTATION

Procuring	DepED, Division of Ozamiz City	RFQ No.:	JAN24-05
Office/End-	SGOD, CID	PR No.	2024-01-05
Purpose:	For the Conduct of Division Rollout of Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy on February 8, 2024; February 12 to 16, 2024 and February 22, 2024.	Date:	January 12, 2024

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period is on February 8, 2024, February 12-16, 2024 and February 22, 2024**
- 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

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 4 days after the receipt of this document.

Very truly yours,

DIQNESIO L. LIWAGON, JR., CESE

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
			Food for the Speakers/Facilitators, Support Staff, and Participants. 1 plenary hall that can accommodate at most 100 participants and 1 room for the facilitators use during break time and whenever it is needed during the duration of the training activity.	-			
			A. Pre-Work Activity (February 8, 2024)	-			
1	33	pax	Day 1 (February 8, 2024)	350.00			
			a.m. and p.m. snacks	-			
			(1 bottled/canned drinks and pasta/bread)	-			
			Lunch (2 main course, rice, pasta/vegie, dessert, bottled juice/drinks) good for 33 pax	-			
			B. Activity Proper (February 12 to 16, 2024)	-			
2	100	pax	Day 1 (February 12, 2024)	350.00			
			a.m. and p.m. snacks	-			
			(1 bottled/canned drinks and pasta/bread)	-			

			Lunch (2 main course, rice, pasta/vegie, dessert, bottled juice/drinks) good for 100 pax	-		
3	100	pax	Day 2 (February 13, 2024)	350.00		
			a.m. and p.m. snacks	-		
			(1 bottled/canned drinks and pasta/bread)	-		
			Lunch (2 main course, rice, pasta/vegie, dessert, bottled juice/drinks) good for 100 pax	-		
4	100	pax	Day 3 (February 14, 2024)	350.00		
			a.m. and p.m. snacks	-		
			(1 bottled/canned drinks and pasta/bread)	-		
			Lunch (2 main course, rice, pasta/vegie, dessert, bottled juice/drinks) good for 100 pax	-		
5	100	pax	Day 4 (February 15, 2024)	350.00		
			a.m. and p.m. snacks	-		
			(1 bottled/canned drinks and pasta/bread)	-		
			Lunch (2 main course, rice, pasta/vegie, dessert, bottled juice/drinks) good for 100 pax	-		
6	100	pax	Day 5 (February 16, 2024)	350.00		
			a.m. and p.m. snacks	-		
			(1 bottled/canned drinks and pasta/bread)	-		
			Lunch (2 main course, rice, pasta/vegie, dessert, bottled juice/drinks) good for 100 pax	-		
			C. Post-Evaluation Activity	-		
7	42	pax	Day 1 (February 22, 2024)	350.00		
			a.m. and p.m. snacks	-		
			(1 bottled/canned drinks and pasta/bread)	-		
			Lunch (2 main course, rice, pasta/vegie, dessert, bottled juice/drinks) good for 42 pax	-		
			*** Nothing Follows ***			
TOTAL				201,250.00		

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

Note:

1 Amount Below Php 50,000.00

* please attach MAYOR'S BUSINESS PERMIT (photocopy Signature Over Printed Name / Date)

2 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)