



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.:	JAN24-17
Office/End-	SGOD, CID	PR No.	2024-01-17
Purpose:	Training Use: Conduct of the 1st to 6th Division Management Committee Meeting for the CY 2024	Date:	January 12, 2024

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period is on January 25, 2024, Feb 29, 2024, March 21, 2024, April 25, 2024, May 30, 2024, June 27, 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,


DIONESIO 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
			Use of Training Venue and Catering Services for the 110 participants, re: 1st to 6th Division Management Committee Meeting for the CY 2024				
1	110	pax	Last Week of January	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)	-			
2	110	pax	Last Week of February	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)	-			
3	110	pax	Last Week of March	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)	-			

4	110	pax	Last Week of April	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)	-			
5	110	pax	Last Week of May	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)	-			
6	110	pax	Last Week of June	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)	-			
			*with at least 3 micriphones and power sound system	-			
			*With 1 presidential table (table skirted) that can accommodate 8 DepEd VIP's	-			
			"With 3 (skirted tables) food stations	-			
			*with overflowing coffee and water	-			
			*with generator in case of power interruption	-			
			*** Nothing Follows ***				
TOTAL				231,000.00			

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)