



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.ozamiz.deped.gov.ph/ Email: ozamiz.city@deped.gov.ph

### REQUEST FOR QUOTATION

<b>Procuring</b>	DepED, Division of Ozamiz City	<b>RFQ No.:</b>	MAY24-9
<b>Office/End-</b>	SGOD, CID, and OSDS	<b>PR No.</b>	2024-05-9
<b>Purpose:</b>	For the conduct of Division Orientation-Workshop on National Quality Management System (NQMS)	<b>Date:</b>	May 22, 2024

**TERMS and CONDITIONS:**

- All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder.
- Delivery period June 3, 2024, June 10-12, 2024, July 17, 2024; August 9, 2024 and September 13, 2024 and delivered goods/services must be in accordance to accepted offer of the bidder.**
- Avoid quoting if stocks are not available within the period stipulated.
- Price Quotation/s shall be inclusive of all taxes, charges or fees.
- Warranty security shall be for a minimum of **three (3) months for expendable supplies and 1 year for non-expendable supplies** from date of acceptance by the end-user.
- Price validity shall be for a period of Forty Five (45) 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.
- Delivered goods shall be inspected upon the date/period stipulated and shall be acknowledged to conform the compliance with the technical specifications.
- 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.
- Quotations submitted must be **sealed**.
- Payment shall be made after the delivery/activity and upon the submission of the required document/s such as: Order slip/Billing Statement by the supplier. Our servicing bank: Development Bank of the Philippines shall credit the amount due to the bank account of the supplier/contractor. **Please take note that corresponding bank transfer fees, if any, shall be chargeable to the account of the supplier/contractor.**
- Procuring Entity may terminate and contract anytime in accordance with the grounds provided under R.A 9184 and its 2016 revised IRR.
- The RFQ, Purchase Order and other related documents for the above-stated projects shall be deemed to form part of the contract.

**Please quote your lowest price on the item(s) listed below, subject to the Terms and Conditions stated above and submit/email your quotation duly signed by your representative not later than May 27, 2024 at 10:00 AM.**

Very truly yours,

**DIONESIO L. LIWAGON, JR., CESE**

ASDS/BAC Chair

<b>Company Name:</b>	
<b>Address:</b>	
<b>PhilGEPS Reg. Number</b>	

Item No.	QTY	Unit	Items and Description	ABC	Bidder's Brand/Model and Specifications	Unit Price	Total Price
<b>Manner of Awarding: "To be awarded in 1 lot"</b>							
			Food for the Participants, Speakers, Facilitators, PMT and Support Staff which includes the use of following: flowing coffee, training hall, projector, microphone, generator in case of power interruption. 1 plenary hall that can accommodate the participants and another 2 rooms for the breakout sessions.				
1	20	pax	Pre-work Activitiy (June 3, 2024)	100.00			

			p.m. snacks (1 bottled/canned drinks and meat bread/empanada) for the facilitators/speakers/module writers good for 20 pax for 1 day				
2	75	pax	Day 1 to Day 3	350.00			
			June 10-12, 2024				
			a.m. and p.m. snacks (1 bottled/canned drinks, and pasta/bread); Lunch ( 1 pasta/vegie, 2 main course, rice, dessert, bottled juice/softdrinks) good for 75 pax for 3 days				
3	75	pax	Conduct of Post-Work Activity (July 17, 2024; August 9, 2024 and September 13, 2024)	350.00			
			a.m. and p.m. snacks (1 bottled/canned drinks, and pasta/bread); Lunch ( 1 pasta/vegie, 2 main course, rice, dessert, bottled juice/softdrinks) good for 75 pax for 3 days				
			*** Nothing Follows ***				
<b>TOTAL</b>				<b>159,500.00</b>			

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

**Note:**

**DOCUMENTARY REQUIREMENTS:**

- \* MAYOR'S BUSINESS PERMIT (photocopy only)
- \* Certificate of Registration (BIR 2303) (Photocopy only)
- \* DTI/SEC Certificate/(photocopy only)
- \* Omnibus Sworn Statement (photocopy only) - **Above 50,000.00 and SVP as Alternate Mode of Procurement only**
- \* Latest Income Business Return (photocopy only) - **Above 500,000.00 and SVP as Alternate Mode of Procurement only**

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Signature Over Printed Name / Date

\_\_\_\_\_  
Contract Number/Email Address