



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 Office/End-Purpose:</b>	DepED, Division of Ozamiz City SGOD,CID, OSDS For the conduct of the Division Rollout of the ABC+ Project on Instructional Leadership Training (ILT)	<b>RFQ No.:</b>	AUG24-134
		<b>PR No.</b>	2024-08-134
		<b>Date:</b>	August 8, 2024

**TERMS and CONDITIONS:**

- All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder.
- Delivery period is on September 1-6, 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 August 12, 2024 at 1:00PM.**

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
1	60	pax	Use of Training Venue, Meals and Snacks and Room Accommodation of Participants, Speakers and Support Staff for 5 days and 5 nights (September 1, 2024 (Day 0) - September 6, 2024 (Day 5) @P 2,000.00 per pax/day	10,000.00			
			<b>Inclusions:</b>				
			First meal is dinner on September 1, 2024 (Day 0) and last provision is p.m. snacks on September 6, 2024 (day 5)				
			Air-Conditioned Room Accommodation (Night-Stay) for the 60 participants				
			Breakfast, Lunch, Dinner (2 main course, 1 pasta/vegetable, dessert, softdrinks) for 5 days				
			a.m. and p.m. snacks (pasta/bread/pastry/juice in can for 5 days				
			* Function Hall/Plenary Hall - 60 pax-capacity, with free use of at least 3 microphones, free internet connectivity, sound system, and generator in case of power interruption				

			* with Projector and whiteboard with marker and eraser	-			
			* with internet connectivity in the rooms to stay at night	-			
			* lobby directional signage	-			
			* parking area	-			
			* bsic technical support	-			
			* with flowing coffee, choco drink/milo & water, disposable cups and standby water dispenser in the plenary hall and along the alley/passage of the rooms to stay-at-night	-			
			* free use of amenities like pool and sports area during break time	-			
			*** Nothing Follows ***				
<b>TOTAL</b>				<b>600,000.00</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)
- \* Certicate 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**

\_\_\_\_\_  
Signature Over Printed Name / Date

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