



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

Procuring	DepED, Division of Ozamiz City	RFQ No.:	SEPT24-156
Office/End-	CID	PR No.	2024-09-156
Purpose:	For the conduct of the Training-Workshop in Learning Resources Management and Development System (LRMDS) on the Development and Quality Assurance of Learning Resources	Date:	September 6, 2024

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder.
- Delivery period is October 14-16,17-19,29-31, 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 **September 9, 2024 at 9:00AM**.*

Very truly yours,

DIONESIO L. LIWAGON, JR., CESE

ASDS/BAC Chair

Company Name:							
Address:							
PhilGEPS Reg. Number							
Item No.	QTY	Unit	Items and Description	ABC	Bidder's Brand/Model and Specifications	Unit Price	Total Price
			0				
1	85	pax	A. Training-Workshop on the Development of Storybook (Php 350.00/day) October 14-16, 2024 Venue for 3 Days that can accommodate 85 pax with the following inclusions: a. Free use of LCD Projector and screen; b. Free use of sound system with at least 2 microphones; c. Free Wifi d. Free use of generator in case of power interruption e. Free use of extension wires f. overflowing coffee; g. AM snacks, Lunch (4 main dish, rice, softdrinks/canned juice, dessert) and PM snacks	1,050.00			

			B. Training-Workshop on Illustration Development (Php 350.00/day) October 17-19, 2024 Venue for 3 Days that can accommodate 50 pax with the following inclusions: a. Free use of LCD Projector and screen; b. Free use of sound system with at least 2 microphones; c. Free Wifi d. Free use of generator in case of power interruption e. Free use of extension wires f. overflowing coffee; g. AM snacks, Lunch (4 main dish, rice, softdrinks/canned juice, dessert) and PM snacks	1,050.00			
3	60	pax	C. Training-Workshop on the Quality Assurance of Learning Resources (Php 350.00/day) October 29-31, 2024 Venue for 3 Days that can accommodate 60 pax with the following inclusions: a. Free use of LCD Projector and screen; b. Free use of sound system with at least 2 microphones; c. Free Wifi d. Free use of generator in case of power interruption e. Free use of extension wires f. overflowing coffee; g. AM snacks, Lunch (4 main dish, rice, softdrinks/canned juice, dessert) and PM snacks	1,050.00			
			*** Nothing Follows ***				
TOTAL				204,750.00			

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**

Signature Over Printed Name / Date

Contract Number/Email Address