



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>	NOV24-252
<b>Office/End-</b>	CID	<b>PR No.</b>	2024-11-252
<b>Purpose:</b>	For the conduct of Training-Workshop on the Utilization of Resource Package for Teachers -November 20-23,2024	<b>Date:</b>	November 12, 2024

#### TERMS and CONDITIONS:

- All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder.
- Delivery period is November 20-23,2024 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 November 15, 2024 at 10:00AM .**

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
			0				
1	20	pax	Day 1 - AM snacks, PM snacks and lunch (2 main course, rice, pasta/vegie, dessert, bottled juice/drinks)	350.00			
2	56	pax	Day 2 - AM snacks, PM snacks and lunch (2 main course, rice, pasta/vegie, dessert, bottled juice/drinks)	350.00			
3	56	pax	Day 3- AM snacks, PM snacks and lunch (2 main course, rice, pasta/vegie, dessert, bottled juice/drinks)	350.00			
4	56	pax	Day 4 - AM snacks, PM snacks and lunch (2 main course, rice, pasta/vegie, dessert, bottled juice/drinks)	350.00			
			*** Nothing Follows ***				
<b>TOTAL</b>				<b>65,800.00</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**

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

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