



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> | JAN25-09         |
| <b>Office/End-</b> | SGOD-SHS  | <b>PR No.</b>   | 2025-01-09       |
| <b>Purpose:</b>    | For the conduct of Capacity-Building on Sexually Healthy And Personally Empowered adolescents (SHAPE) | <b>Date:</b>    | January 10, 2025 |

**TERMS and CONDITIONS:**

- All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder.
- Delivery period is on January 21, 22, 23, 2025 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 January 14, 2025 at 5:00 PM.**

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: "1 Lot"</b> |     |      |   |                  |   |            |             |
| 1                                  | 69  | pax  | <b>Day 1 (January 21, 2025)</b><br>A.M. and P.M. Snacks - (Siopao/Meat Bread/Empanada with Canned Juice)<br>LUNCH - (rice, 3 viands, dessert, with softdrinks)<br>Note: with free flowing coffee                            | 360.00           |   |            |             |
| 2                                  | 69  | pax  | <b>Day 2 (January 22, 2025)</b><br>A.M. and P.M. Snacks - (Siopao/Meat Bread/Empanada with Canned Juice)<br>LUNCH - (rice, 3 viands, dessert, with softdrinks)<br>Note: with free flowing coffee                            | 360.00           |   |            |             |
| 3                                  | 69  | pax  | <b>Day 3 (January 23, 2025)</b><br>A.M. and P.M. Snacks - (Siopao/Meat Bread/Empanada with Canned Juice)<br>LUNCH - (rice, 3 viands, dessert, with softdrinks)<br>Note: with free flowing coffee<br>*** Nothing Follows *** | 360.00           |   |            |             |
| <b>TOTAL</b>                       |     |      |   | <b>74,520.00</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