



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>	JAN25-41
<b>Office/End-</b>	SGOD,CID and OSDS	<b>PR No.</b>	2025-01-41
<b>Purpose:</b>	For the conduct of the Office Performance Commitment Review Form Validation and Performance Planning on February 11-12, 2025	<b>Date:</b>	February 04, 2025

<b>TERMS and CONDITIONS:</b>			
<ol style="list-style-type: none"> <li>All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder.</li> <li><b>Delivery period is on February 11-12, 2025 and delivered goods/services must be in accordance to accepted offer of the bidder.</b></li> <li>Avoid quoting if stocks are not available within the period stipulated.</li> <li>Price Quotation/s shall be inclusive of all taxes, charges or fees.</li> <li>Warranty security shall be for a minimum of <b>three (3) months for expendable supplies and 1 year for non-expendable supplies</b> from date of acceptance by the end-user.</li> <li>Price validity shall be for a period of Forty Five (45) calendar days.</li> <li>Bidders shall submit original brochures showing certifications of the product, if applicable.</li> <li>Failure to print name and/or signature of authorized representative shall disqualify the supplier from participating the bidding process.</li> <li>Delivered goods shall be inspected upon the date/period stipulated and shall be acknowledged to conform the compliance with the technical specifications.</li> <li>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.</li> <li>Quotations submitted must be <b>sealed</b>.</li> <li>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. <b>Please take note that corresponding bank transfer fees, if any, shall be chargeable to the account of the supplier/contractor.</b></li> <li>Procuring Entity may terminate and contract anytime in accordance with the grounds provided under R.A 9184 and its 2016 revised IRR.</li> <li>The RFQ, Purchase Order and other related documents for the above-stated projects shall be deemed to form part of the contract.</li> </ol>			

**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 February 7, 2025 at 3:00 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>							
			<b>Training Venue and Catering Services (A.M. &amp; P.M. Snacks and Lunch of participants on February 11-12, 2025</b>				
1.00	107.00	pax	11-Feb-25 Lunch ( rice, 2 main course, 1 pasta/vegetable, dessert, softdrinks)	350.00			
			A.M & P.M. Snacks (pasta/bread/pastry and juice in can )				
2.00	107.00	pax	12-Feb-25 Lunch ( rice, 2 main course, 1 pasta/vegetable, dessert, softdrinks)	350.00			
			A.M & P.M. Snacks (pasta/bread/pastry and juice in can )				
			Inclusions				
			* Use of Function Hall - 107 pax-capacity, for 8-9 hours, with free use of at least 3 microphones, free internet connectivity, sound system, projector screen and generator in case of power interruption				
			* with tables and chairs for the 107 participants and buffet tables to be used during lunch				
			* with flowing coffee, choco drink/milo & water, disposable cups and standby water dispenser				
			*** Nothing Follows ***				
<b>TOTAL</b>				<b>74,900.00</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