



Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF OZAMIZ CITY**



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>	JAN25-42
<b>Office/End-</b>	SGOD	<b>PR No.</b>	2025-01-42
<b>Purpose:</b>	Division Learners' Convergence Cum Learners' Resilience Congress	<b>Date:</b>	February 06, 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 27-28, 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 10, 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>DAY 1 - February 27, 2025</b>							
1.00	240.00	pax	Food for the Resource Speakers and Participants: Lunch with a.m. and p.m. snacks)	400.00			
			Lunch ( 3 viands, 1 veggie/pasta, rice, soda drink and dessert)				
			a.m. and p.m. snacks (juice in can and pasta or bread/pastry)				
0.00	0.00	0.00	Inclusions:				
			Plenary Hall that can accommodate 240 pax				
			at least 3 microphones				
			sound system with projector				
			generator in case on power interruption				
			flowing coffee and water				
<b>DAY 2 - February 28, 2025</b>							
2.00	240.00	pax	Food for the Resource Speakers and Participants: Lunch with a.m. and p.m. snacks)	400.00			
			Lunch ( 3 viands, 1 veggie/pasta, rice, soda drink and dessert)				
			a.m. and p.m. snacks (juice in can and pasta or bread/pastry)				
0.00	0.00	0.00	Inclusions:				
			Plenary Hall that can accommodate 240 pax				
			at least 3 microphones				
			sound system with projector				
			generator in case on power interruption				
			flowing coffee and water				
			*** Nothing Follows ***				
<b>TOTAL</b>				<b>192,000.00</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)
  - \* 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