



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



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### REQUEST FOR QUOTATION

|                         |  |                 |               |
|-------------------------|--|-----------------|---------------|
| <b>Procuring</b>        | DepED, Division of Ozamiz City   | <b>RFQ No.:</b> | JUN25-158     |
| <b>Office/End-User:</b> | SGOD-PRS   | <b>PR No.</b>   | 2025-05-158   |
| <b>Purpose:</b>         | Meals and Snacks with Venue for the Conduct of the Seminary-Workshop on Crafting Action Research for Proficient Teachers | <b>Date:</b>    | June 03, 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 July 8-11, 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.
- Warranty security shall be in a form of either Retention Money of Special Bank Guarantee.**  
**Warranty Security Amount Threshold:**
  - Php 0.00 – Php 5,000.00 = 1%
  - Php 5,001.00 – Php 10,000.00 = 2%
  - Php 10,001.00 – Php 15,000.00 = 3%
  - Php 15,001.00 – Php 20,000.00 = 4%
  - Php 20,001.00 – Above = 5%
- 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 June 6, 2025 at 5:00 P.M.**

Very truly yours,

**DIONESIO L. LIWAG, 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:</b>  |     |      |  |        |   |            |             |
|                             |     |      | Catering Services with Venue with the following menu for 4 days on July 8,9,10, and 11, 2025 |        | -                                       |            |             |
| 1                           | 80  | pax  | July 8, 2025 - Tuesday   | 400.00 |   |            |             |
|                             |     |      | AM Snacks: Banana Cue and Coke   |        | -                                       |            |             |
|                             |     |      | Lunch: Rice, Mixed Seafoods, Pork Adobo, Spicy Chicken, Tinola Fish, Coke. Dessert: Fruits   |        | -                                       |            |             |

|   |    |     |  |                   |  |  |  |
|---|----|-----|--|-------------------|--|--|--|
|   |    |     | PM Snacks: Spaghetti with Slice Bread and Sprite   | -                 |  |  |  |
| 2   | 80 | pax | July 9, 2025 - Wednesday   | 400.00            |  |  |  |
|   |    |     | AM Snacks: Siopao and Coke   | -                 |  |  |  |
|   |    |     | Lunch: Rice, Pork Menudo, Pork Humba, Sweet and Sour Fish, Tinola Chicken, Coke. Dessert: Fruits                         | -                 |  |  |  |
|   |    |     | PM Snacks: Meat Bread and Thru-Orange  | -                 |  |  |  |
| 3   | 80 | pax | July 10, 2025 - Thursday   | 400.00            |  |  |  |
|   |    |     | AM Snacks: Cassava Cake and Coke   | -                 |  |  |  |
|   |    |     | Lunch: Rice, Beef Tapa, Pork Steak, Chicken Tinola, Eggplant Salad with Coconut Milk, Coke. Dessert: Fruits              | -                 |  |  |  |
|   |    |     | PM Snacks: Rice Cake (Biko) and Thru-Orange  | -                 |  |  |  |
| 4   | 80 | pax | July 11, 2025 - Friday   | 400.00            |  |  |  |
|   |    |     | AM Snacks: Banana Cue and Coke   | -                 |  |  |  |
|   |    |     | Lunch: Rice, Mixed Seafoods, Pork Adobo, Buttered Chicken, Beef Nilaga, Coke. Dessert: Fruits                            | -                 |  |  |  |
|   |    |     | PM Snacks: Spaghetti with Slice Bread and Sprite   | -                 |  |  |  |
|   |    |     | <i>Inclusions:</i>   | -                 |  |  |  |
|   |    |     | Training Venue, dispenser with hot and cold water, overflowing coffee, projector, sound system with microphones and WIFI | -                 |  |  |  |
|   |    |     | *** Nothing Follows ***  |                   |  |  |  |
| <b>TOTAL</b>  |    |     |  | <b>128,000.00</b> |  |  |  |
| <i>After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at prices noted above.</i> |    |     |  |                   |  |  |  |

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