



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  
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**REQUEST FOR QUOTATION**

<b>Procuring Entity:</b>	DepED, Division of Ozamiz City	<b>RFQ No.:</b>	JUL25-202
<b>Office/End-User:</b>	SGOD,CID AND OSDS, DepEd Division of Ozamiz City	<b>PR No.</b>	2025-07-202
<b>Purpose:</b>	Meals and Snacks with Venue for the Conduct of the Office Performance Commitment Review Form (OPCRF) Validation and Performance Planning	<b>Date:</b>	July 29, 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 August 14-15, 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 August 1, 2025 at 10:00 A.M.**

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

1	102	pax	Training Venue and Catering Services - A.M & P.M. Snacks and Lunch of participants on August 14-15, 2025	350.00			
			<i>Inclusions:</i>	-			
			Use of function hall - 102 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	-			
			Lunch ( 2 main course, 1 pasta/vegetable, dessert, softdrinks)	-			
			A.M. and P.M. Snacks (pasta/bread/pastry and juice in can)	-			
			With tables and chairs for the 102 participants and buffet tables to be used during lunch	-			
			With flowing coffee, choco drink/milo and water, disposable cups and standby water dispenser	-			
			*** Nothing Follows ***				
<b>TOTAL</b>				<b>71,400.00</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