



Republic of the Philippines  
 DEPARTMENT OF EDUCATION  
 Region IX, Zamboanga Peninsula  
 DIVISION OF ZAMBOANGA DEL NORTE  
 Dipolog City

**PURCHASE REQUEST**

2023-02-0060

2/14/23

Department: <b>Department of Education [DepEd]</b>		PR No:	
Section / Of		SAI No:	
Stock No.	Unit	Item Description	Quantity Est. Unit Cost Total Cost
		<b>DAY 0</b>	
1	PAX	<b>4-DAY TRAINING IN TECHNICAL WRITING IN RESEARCH</b> 1 PM SNACKS/1 DINNER (inclusive of sleeping accommodation) USE OF HALL & PROJECTOR	50 1,500 per pax X 50 pax 75,000 x 3 days
		<b>DAY 1</b>	
2	PAX	<b>1ST Day of Seminar</b> 1 BREAKFAST/1 AM SNACKS/1 LUNCH/ 1 PM SNACKS/ 1 DINNER (sleeping accommodation) USE OF HALL & PROJECTOR	
		<b>DAY 2</b>	
3	PAX	<b>2ND day of seminar</b> 1 BREAKFAST/1 AM SNACKS/1 LUNCH/1 PM SNACKS/1 DINNER (sleeping accommodation)	
		<b>DAY 3</b>	
4	PAX	<b>Presentation of Output and Critiquing/ Post-Test &amp; Closing Program</b> 1 BREAKFAST/1 AM SNACKS/ 1 LUNCH	
		<b>Proposed Menu:</b> Breakfast: Bulad Pusit, fried egg, longganisa, fried rice & fruits AM SNACKS: Burger and Canned Juice LUNCH: Beef Caldereta, Sweet and Sour Fish, Pork Humba, Beef soup and fresh fruits/softdrinks PM Snacks: Pancit Palabok and canned juice Dinner: Fish sinugba, chicken teriyaki, bam I & fish tinola with fresh fruits/softdrinks Note: Subject to change upon the request of the end-user in accordance to budget Add-ons: Printing of Tarpaulin Flowing coffee, Milo & milk Projector 2 pcs Projector screen 2 pcs Alcohol/sanitizer Foot disinfection Thermal scanner Internet Connection/wifi Note: Establishment shall have enough space for <b>OUTDOOR ACTIVITIES &amp; WELLNESS</b> , an issued Certificate of Authority to Operate by the DOH and also allowed to operate at maximum of fifty (50%) operational/seating capacity subject to IATF approval & guidelines Provide parking space for 100% of participants	225,000.00
			<b>TOTAL</b>
<b>TWO HUNDRED TWENTY-NINE THOUSAND FIVE HUNDRED PESOS</b>			<b>P 225,000.00</b>

**PURPOSE: 4-DAY TRAINING IN TECHNICAL WRITING IN RESEARCH** 2/14-15, 2023

Requested by:	Approved by:
Signature:	
Printed Name: <b>LEONIDO A. CAMPILO JR.</b>	<b>VIRGILIO P. BATAN JR., CESO VI</b>
Designation: <b>Senio Education Program Specialist</b>	<b>Schools Division Superintendent</b>
Date:	

Handwritten notes and signatures at the bottom of the page, including "MOS-MOOD-LEARN-AD" and other illegible markings.





Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**



**REQUEST FOR QUOTATION**

The Department of Education – Zamboanga Del Norte (DEPED) – Bids and Awards Committee (BAC) will undertake a Small Value Procurement **4 day training in technical writing in research (3/2-5/2023) (PR No. 2023-02-0050)** for FY 2023 in accordance with Section 53.9 of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the item described herein, subject to the Terms and Conditions provided at the next page of this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **not later than MAR 01 2023, 10:00 A.M.** at the BAC Office, Schools Division of Zamboanga del Norte, Capitol Drive Estaka Dipolog City. Open submission may be submitted, manually or through email at [zn.bac@deped.gov.ph](mailto:zn.bac@deped.gov.ph)

A copy of your 2023 Business/Mayor's Permit, PHILGEPS Registration Number, Tax Clearance, DTI/SEC/CDA, Certificate of Registration and Omnibus Sworn Statement is also required to be submitted along with your quotation/proposal.  
 For any clarification, you may contact us at cellphone no. 0935-399-3224.

**JUDITH V. ROMAGUERA, CESO VI**  
 Assistant Schools Division Superintendent  
 BAC CHAIRPERSON **6 FEB 2023**

Item No.	Unit	DESCRIPTION OF ARTICLES	Quantity	Unit Price	Total
		<b>Day 0</b>			
1	PAX	<b>4-Day Training in Technical Writing in Research</b>	50		
		1 PM snacks/ 1 Dinner (inclusive of sleeping accommodation)			
		Use of Hall & Projector			
		<b>Day 1</b>			
2	PAX	<b>1<sup>st</sup> Day of Seminar</b>			
		1 breakfast / 1 AM snacks / 1 Lunch / 1 PM snacks / 1 Dinner (sleeping accommodation)			
		Use of Hall & Projector			
		<b>Day 2</b>			
3	PAX	<b>2<sup>nd</sup> Day of Seminar</b>			
		1 Breakfast / 1 AM snacks / 1 Lunch / 1 PM snacks / 1 Dinner (sleeping accommodation)			
		<b>Day 3</b>			
4	PAX	<b>Presentation of output and critiquing / post-test &amp; closing program</b>			
		1 Breakfast / 1 AM snacks / 1 Lunch			
		Proposed Menu:			
		Breakfast: Buled Pusit, fried egg, longganisa, fried rice & fruits			
		AM snacks: burger and canned juice			
		Lunch: beef caldereta, sweet and sour fish, pork humba, beef soup and fresh fruits / softdrinks			
		PM snacks: pancit palabok and canned huice			
		Dinner: fish sinugba, chicken teriyaki, bam-I & fish tinola with fresh fruits / soft drinks			
		Add-ons:			
		Printing of Tarpaulin, Flowing coffee, Milo & Milk, Projector 2 PCS, Projector screen 2 pcs, alcohol/sanitizer, foot disinfection, thermal scanner, Internet Connection/Wifi			
		Note: Establishment shall have and enough space for Outdoor Activities & Wellness			
		Providing parking space for 100% of participants			
		<b>***NOTHING FOLLOWS***</b>			
		<b>TOTAL</b>			

\*The above quoted prices are inclusive of all costs and applicable taxes.

**The Chairman**  
 Bids and Awards Committee

Division of Zamboanga del Norte  
 Capitol Drive, Estaka, Dipolog City

Madame:

Pursuant to the terms and conditions of this bidding, I/We hereby submit my/our bid proposal with the prices opposite each item for which bidder's bond of \_\_\_\_\_ is herewith proposed/enclosed as guaranty for the faithful compliance of my/our obligations.

Very truly yours,

\_\_\_\_\_  
 Name & Signature of Bidder/Offeror

Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region IX, Zamboanga Peninsula  
**DIVISION OF ZAMBOANGA DEL NORTE**  
Dipolog City 7100

**CERTIFICATE OF CANVASS**

**THIS IS TO CERTIFY** that the foregoing canvass / quotation was made in accordance with the government rules and regulation on any contract into and contain herein the following pertinent facts.

NAME OF DEALER	DATE RECEIVED	SIGNATURE

**RADJIE G. ENERIO**

Canvasser

12/15/02  
Date of Canvass

**BIDDERS CERTIFICATE**

**THIS IS TO CERTIFY** that the undersigned of \_\_\_\_\_ located at \_\_\_\_\_ personally received the Invitation to Bid/Request for Quotations from Department of Education – Zamboanga del Norte Division duly signed by the Principal of the Entity on \_\_\_\_\_ and further certifies that:

1. The signatures affixed in the Invitation to Bid/Request for quotations as bidder is authentic as belonging to me or my authorized representatives;
2. That all the data/information and quotations reflected therein are true and correct;
3. That each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy or a true and faithful reproduction of the original and that all statements and information provided therein are true and correct;

Issued this \_\_\_\_\_ day of \_\_\_\_\_, in the City of Dipolog, Province of Zamboanga del Norte.

\_\_\_\_\_  
(Name of the Owner/Authorized Representative)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)