



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

Procuring	DepED, Division of Ozamiz City	RFQ No.:	OCT21-252
Office/End-	SGOD	PR No.	2021-10-252
Purpose:	webinar on Quality Management System Internal Audit Course for School Leaders on November 4-5, 2021	Date:	October 19, 2021

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period is within _____ days from date of receipt of Purchase Order (PO).
- Avoid quoting if stocks are not available within the period stipulated.
- Warranty shall be for a minimum of three (3) months for supplies and materials from date of acceptance by the end-user.
- Price validity shall be for a period of sixty (60) 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.
- 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.

Please quote your lowest price on the item(s) listed below, subject to the Terms and Conditions stated above and submit your quotation duly signed by your representative not later than 2 days after the receipt of this document.

Very truly yours,


SUSAN EPIFANIA B. CARPIO
Chief ES,SGOD/BAC Chair

Company Name:							
Address:							
Telephone No./ Fax No.							
Item No.	QTY	Unit	Items and Description	ABC	Bidder's Brand	Unit Price	Total Price
1	1	lot	Course Fee on Live Online Training on Quality Management System Internal Audit Course (61 participants for 2 days) with 12% VAT	150,000.00			
			with the following inclusions/specifications:				
			* has 8-hour long each day live online training				
			* has lecture presentation, interactive discussion, workshop and open forum				
			* must be a National Educators Academy of the Philippines (NEAP) authorized Learning Service Provider (LSP)				
			*** Nothing Follows ***				
TOTAL				150,000.00			

After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at prices noted above.

Note: 1 Amount Below Php 50,000.00
* please attach MAYOR'S BUSINESS PERMIT (photocopy only)

Signature Over Printed Name / Date