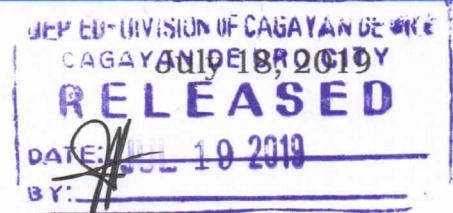


Republic of the Philippines
Department of Education
Region X
DIVISION OF CAGAYAN DE ORO CITY

Fr. William F. Masterson, S.J. Avenue,
Brgy. Upper Balulang, Cagayan de Oro City, 9000 Philippines



Memorandum No. 215, s. 2019



Additional Instruction in the Preparation of Purchase Request (PR) and Request for Quotation (RFQ)

To: Bids and Awards Committee
Program Holders
Division Personnel
Elementary & Secondary School Heads
This Division

1. In conducting trainings/seminars/conferences, all program holders and activity proponents are reminded to indicate the specifications and the terms and conditions of the service packages in the Purchase Request (PR), Request for Quotation (RFQ), Purchase Order (PO) and Inspection & Acceptance Report (IAR).
2. The Bids and Awards Committee is hereby reminded to examine before signing to make sure that all RFQ especially on catering services must indicate the following:
 - a. **instruction to bidders to attach the menu to the price offered;**
 - b. **package of services to be offered** such as:
 - b.1 *where the food is to be delivered or served;*
 - b.2 *service style for the food to be served (e.g. buffet style, packed meals, plate-in, etc.)*
 - b.3 *whether venue is included; and*
 - b.4 *other details, if any*
3. See attached sample of forms.
4. For widest dissemination and strict compliance.


JONATHAN S. DELA PEÑA, PhD., CESO V
Schools Division Superintendent

Encl : Sample PR and RFQ
Ref : AOM No. 2019-01 daed July 5, 2019
To be indicated in the Perpetual index under the following subjects:
BAC SGOD CID SCHOOL HEADS

PURCHASE REQUEST					
<u>Department of Education - Division of Cagayan de Oro City</u>					
Agency					
Department :		<u>Education</u>	PR No. :	Date : _____	
Section :		<u>OSDS</u>	SAI No. :	Date : _____	
Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pax	Catering services for the 3-day	150		
		Workshop on OPCRF Crafting on ____ (date) ____			
		Specifications:			
		-1 meal (lunch) with 2 snacks (am and pm) --- >> 3 or more dishes with soup, appetizer, dessert, fruit, drinks, -			
		- Free flowing coffee			
		- Two (2) food stations shall be provided during meal time in every session hall. BUFFET TYPE.			(depending on the number of participants)
		-Availability of drinking water at the session hall			
		Funds Available:			
		ARNEL A. CALUBAG, CPA			
		Accountant III			
Purpose : _____					
(Indicate the number of activity)					
Signature :		Requested by :		Approved by :	
Printed Name :					
Designation :		Program Holder/End User		Schools Division Superintendent	

sample for catering services

Department of Education
Region X
DIVISION OF CAGAYAN DE ORO
Fr. William F. Masterson SJ Avenue, Upper Balulang, Cagayan de Oro City

REQUEST FOR PRICE QUOTATION

Ref: _____ RIV No. _____

Date _____

REQUISITIONER:

Dealer

Exact Address

Dear Sir/Madame:

Greetings!

We are interested in purchasing the items/services listed below. Please indicate in the corresponding space(s) your price(s) for the article(s) listed, with its corresponding specifications for the DIVISION OF CAGAYAN DE ORO CITY.

Please also indicate:

- a) the shortest time of delivery from receipt of purchase order;
- b) if available, furnish catalogue, descriptive brochure or other literature about the item(s) or service(s);
- c) available products of the same quality or equivalent specification in case of the non-availability of the item(s) called for;
- d) certifications supporting that your company is the exclusive manufacturer, dealer or distributor of the specified article(s);
- e) period of time your quotation will stand.
- f) PhilGEPS registered. (Attach photocopy)

Please seal your quotation in an envelop, then send it to the Schools Division Superintendent, Division of Cagayan de Oro City labelled PROPOSAL/QUOTATION

Thank you and may God bless us always.

Very Truly yours,

ALICIA E. ANGHAY, Ph.D.
BAC Chairman

ITEM	QUANTITY	UNIT	NAME OF ARTICLE(S) and DESCRIPTION	UNIT PRICE	TOTAL	REMARKS
	150	pax	Catering services for the 3-day Workshop on OPCRIF Crafting on ___(date)___			
Specifications:						
			-1 meal (lunch) with 2 snacks (am and pm) ---> 3 or more dishes with soup, appetizer, dessert, fruit, drinks, -			
			- Free flowing coffee			
			- Two (2) food station shall be provided during meal time in every session hall. BUFFET TYPE.	(depending on the number of participants)		
			-Availability of drinking water at the session hall			
***Note: Please attach menu base on the price offered						

There will be _____, FOB _____

I am/am not an exclusive dealer or manufacturer of the articles above in the City of Cagayan de Oro. The above price(s) quoted is/are good until _____ 20 ____.

DISTRIBUTED BY:

Canvasser

Signature of Bidder

Sample for venue & meals

Department of Education
Region X
DIVISION OF CAGAYAN DE ORO
Fr. William F. Masterson SJ Avenue, Upper Balulang, Cagayan de Oro City

REQUEST FOR PRICE QUOTATION

Ref: _____ RIV No. _____

Date _____

REQUISITIONER:

Dealer

Exact Address

Dear Sir/Madame:

Greetings!

We are interested in purchasing the items/services listed below. Please indicate in the corresponding space(s) your price(s) for the article(s) listed, with its corresponding specifications for the DIVISION OF CAGAYAN DE ORO CITY.

Please also indicate:

- a) the shortest time of delivery from receipt of purchase order;
- b) if available, furnish catalogue, descriptive brochure or other literature about the item(s) or service(s);
- c) available products of the same quality or equivalent specification in case of the non-availability of the item(s) called for;
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Thank you and may God bless us always.

Very Truly yours,

ALICIA E. ANGHAY, Ph.D.
BAC Chairman

ITEM	QUANTITY	UNIT	NAME OF ARTICLE(S) and DESCRIPTION	UNIT PRICE	TOTAL	REMARKS
	150	pax	Venue, meals and snacks for the 3-day			
			Workshop on OPCRf Crafting on ____ (date) ____			
Specifications:						
	-Function room that can accommodate 150 with provision of enough space for working table					
	-Free use of LCD projector, extension wires, high speed internet access thru WIFI connection for 4 sessions halls					
	-1 meal (lunch) with 2 snacks (am and pm) --->> 3 or more dishes with soup, appetizer, dessert, fruit, drinks, -					
	- Free flowing coffee					
	- Two(2) food station shall be provided during meal time in every session hall. BUFFET TYPE. (depending on the number of participants)					
	-Availability of drinking water at the session hall					
	-With wide parking space and security (maximum of 80 vehicles)					
	- Venue is not a flood prone area					
	-Free backdrop and welcome tarpaulin					
***Note: Please attach menu base on the price offered						

There will be _____, FOB _____

I am/am not an exclusive dealer or manufacturer of the articles above in the City of Cagayan de Oro. The above price(s) quoted is/are good until _____ 20 ____.

DISTRIBUTED BY:

PURCHASE REQUEST

Department of Education - Division of Cagayan de Oro City

Agency

Department : Education PR No. : _____ Date : _____
 Section : OSDS SAI No. : _____ Date : _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pax	Venue, meals and snacks for the 3-day	150		
		Workshop on OPCRF Crafting on _____ (date) _____			
		Specifications:			
		-Function room that can accommodate 150 with provision of enough space for working table			
		-Free use of LCD projector, extension wires, high speed internet access thru WIFI connection for 4 sessions halls			
		-1 meal (lunch) with 2 snacks (am and pm) --- >> 3 or more dishes with soup, appetizer, dessert, fruit, drinks, -			
		- Free flowing coffee			
		- Two (2) food stations shall be provided during meal time in every session hall. BUFFET TYPE.	(depending	the number	of participants)
		-Availability of drinking water at the session hall			
		-With wide parking space and security (maximum of 80 vehicles)			
		- Venue is not a flood prone area			
		-Free backdrop and welcome tarpaulin			
		Funds Available:			
		ARNEL A. CALUBAG, CPA			
		Accountant III			

Purpose : _____
 (indicate the number of activity)

Signature : Printed Name : Designation :	Requested by :	Approved by :
	Program Holder/End User	Schools Division Superintendent

