

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

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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 RFO 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

: Sample PR and RFQ Encl

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

Sample for catering services

		PURCH	IASE REQUE	ST		
		Department of Education	n - Division of C	Cagayan de Or	o City	
			Agency			
Department : Section :	Edi	ucation DS	PR No. :		Date :	
Stock No.	Unit	Item Description	on	Quantity	Unit Cost	Total Cost
Stock IVO.	pax	Catering services for the 3-day	the Real Property lies and the last live and the	150		
	Pux	Workshop on OPCRF Crafting of		200		
	Specifi	cations:				
		-1 meal (lunch) with 2 snacks >> 3 or more dishes with sour dessert, fruit, drinks, -				
		- Free flowing coffee				
		- Two (ച്ച) food stationshall be meal time in every session ha		Colpending	on the numbe	r of participanta)
		-Availability of drinking water hall	at the session			
		Funds Availab	le:			
		ADNEL A CALLIDA	C CDA			
		ARNEL A. CALUBA Accountant I				
Purpose :	(in	dicate the number of activity)				
Signature : Printed Name		equested by :		Approved b	y:	
Designation :		Program Holder/End	User	Sc	hools Division Sup	perintendent

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: R REQUISITIONER:	IV No			Date	
I	Dealer				
Exac	t Addres	s			
Dear Sir/Madame	:				
price(s) for the art Please also a) the short b) if available c) available called for; d) certificat e) period of f) PhilGEPS Please seal yo labelled PROPOSA	icle(s) listindicate test time ale, furnis product time your register ur quota	of delivery from receipt of purchase order; sh catalogue, descriptive brochure or other lite s of the same quality or equivalent specificatio porting that your company is the exclusive maur quotation will stand. ed. (Attach photocopy) tion in an envelop, then send it to the Schools	rature about the in in case of the nonufacturer, dealer Division Superinter Very Truly you	tem(s) or service(son-availability of the or distributor of the endent, Division of the case, and th	city. s); ne item(s) the specified article(s);
				C Chairman	DEMARKS
TEM QUANTITY	UNIT	NAME OF ARTICLE(S) and DESCRIPTION	UNIT PRICE	TOTAL	REMARKS
150	pax	Catering services for the 3-day Workshop on OPCRF Crafting on (date)			
		Workshop on OPCKF Clarting on			
Specifications:					
	nch) wit	h 2 snacks (am and pm)>> 3 or more dish	es		
		r, dessert, fruit, drinks, -			
- Free flow	ing coffe	e			
- Two (2) for session hal	ood stati	on shall be provided during meal time in every T TYPE.	(depending	on the number	n of participants)
-Availabilit	y of drin	king water at the session hall			
		****	hara an tha mia	a offered	
		***Note: Please attach men	u pase on the price	е ојјегеа	
There will be			, FOB		
		dealer or manufacturer of the articles above in 20	the City of Cagay	an de Oro. The ab	ove price(s)
DISTRIBUTED BY:					
Canvasse		_		re of Bidder	

Sample for materials

1	-			E REQUES			
		Department of Educat		ivision of Ca ency	agayan de Oro	City	
Department : Section :	Edu	cation OS		PR No. : SAI No. :		Date :	
Stock No.	Unit	Item Descrip	otion		Quantity	Unit Cost	Total Cost
ocock ito.	reams	Legal Size Bond Paper		T	2		
		A4 Size Bond Paper			2		
	pcs	Ballpen, Black		T	46		
	pcs	Correction Tape			46		
	btls	Epson Ink #003, Cyan			2		
	btls	Epson Ink #003, Magen	nta		2		
	btls	Epson Ink #003, Yellow		-	2		
		Funds Avail	able:				
		ARNEL A. CALU	BAG, C	PA			
		Accountar	nt III				
Purpose :	-	ining Workshop on Procurer Cagayan de Oro City	nent Pr	ocess for Div	vision Program	Holders in DepEd	- Division
	In.	unastad bu	_		Annequed by		
Signature : Printed Name		quested by :			Approved by		
Designation:		Program Holder/Er	dllcor		Sch	nole Division Sune	rintendent

Sample for renne & meals

Department of Education Region X

DIVISION OF CAGAYAN DE ORO

Fr. William F. Masterson SJ Avenue, Upper Balulang, Cagayan de Oro City

			REQUEST F	OR PRICE	OITATOU	V	
Ref: _	R	V No				Date _	14
REQU	ISITIONER:						
	[Dealer					
	Fyar	t Addres	<u> </u>				
Door	Sir/Madame		_				
	Greetings!	•					
PI	Please also a) the short b) if available c) available called for; d) certificat e) period of f) PhilGEPS ease seal yo ed PROPOSA	indicate: est time le, furnis product: ions sup time yo register ur quota	of delivery from receipt of purch th catalogue, descriptive brochur s of the same quality or equivale porting that your company is the ur quotation will stand. ed. (Attach photocopy) tion in an envelop, then send it t	nase order; e or other literat nt specification in exclusive manuf	ure about the ite case of the nor facturer, dealer of the size of the normal facturer. The size of the normal facturer of the size of the normal facturer. The size of the normal facturer of the size of the si	em(s) or service n-availability of or distributor of ndent, Division rs,	e(s); the item(s) f the specified article(s); of Cagayan de Oro City
ITEMA	QUANTITY	UNIT	NAME OF ARTICLE(S) and I	DESCRIPTION	UNIT PRICE	Chairman	REMARKS
ITEIVI	150	pax	Venue, meals and snacks for the		OINT PRICE	TOTAL	KEWAKKS
	130	рах	Workshop on OPCRF Crafting or				
			The rest of the crashing of				
Specif	l fications:						
эрссп		nom that	can accommodate 150 with pro	vision of enough	snace for worki	no table	
	4		ojector, extension wires, high sp				sessions halls
	4		h 2 snacks (am and pm)>> 3				
	- Free flow						
			on shall be provided during mea	time in every se	ssion hall. BUF	FET TYPE. (d	epending on the number
			king water at the session hall				of participants)
	-With wide	parking	space and security (maximum o	f 80 vehicles)			
	- Venue is	not a floo	od prone area				
	-Free back	drop and	welcome tarpaulin				
			***Note: Pleas	e attach menu b	ase on the price	offered	
TI	here will be				, FOB		
I am/	am not an e	xclusive	dealer or manufacturer of the ar	ticles above in th	e City of Cagaya	n de Oro. The a	above price(s)
quote	ed is/are goo	d until _		20			
DISTR	RIBUTED BY:						

		PURCH	HASE REQ	UES	ST				
		Department of Educatio		of Ca	igayan de Oro	City			
			Agency						
Department : Section :	-	lucation SDS	PR No.	-		Date : Date :			
Charl Ma	11-2	thom Descripti	0.00		Ouantit.	[In:	t Cost		Total Cost
Stock No.	Unit	Item Descripti Venue, meals and snacks for the		\dashv	Quantity 150	Uni	COST		TOTAL COST
	hax	Workshop on OPCRF Crafting			250				
	Specif	fications:							
		-Function room that can accommodate with provision of enough space table							
		-Free use of LCD projector, ex high speed internet access thr connection for 4 sessions halls	u WIFI						
		-1 meal (lunch) with 2 snacks >> 3 or more dishes with soul dessert, fruit, drinks, -							
		- Free flowing coffee - Two (2) food station shall be meal time in every session ha			(depending	the	numb er	of	participants)
		-Availability of drinking water hall							, , , ,
		-With wide parking space and (maximum of 80 vehicles)	security						
		- Venue is not a flood prone a							
	-	-Free backdrop and welcome t	tarpaulin						
		Funds Availab	le:						
			C 601						
	-	ARNEL A. CALUBA							
Purpose :	(ir	ndicate the number of activity)							
Signature : Printed Name		equested by :			Approved by	:			
Designation :		Program Holder/End	User		Scho	ools Div	vision Sup	erinte	endent

Sample for Materials

DISTRIBUTED BY:

Department of Education Region X

DIVISION OF CAGAYAN DE ORO

Fr. William F. Masterson SJ Avenue, Upper Balulang, Cagayan de Oro City

OFFICE OF THE BIDS AND AWARDS COMMITTEE (BAC)

REQUEST FOR PRICE QUOTATION

		Dated		Date	
QUISITIONER					
	Dealer				
Fv	ct Addres	ç			
LA	ct Addres	3			
ar Sir/Madam	e:				
Greetings					
ce(s) for the a	rticle(s) lis	d in purchasing the items/services listed below. Fixed, with its corresponding specifications for the	lease indicate in DIVISION OF CAG	the correspondin SAYAN DE ORO CI	g space(s) your TY.
Please als		of delivery from receipt of purchase order;			
		th catalogue, descriptive brochure or other literat	ure about the ite	m(s) or service(s)	;
c) availab	e product	s of the same quality or equivalent specification i	case of the non-	-availability of the	e item(s)
called fo			ianturar danlar a	r distributor of th	a specified article(s)
		porting that your company is the exclusive manu ur quotation will stand.	acturer, dealer o	r distributor or th	ie specified article(s);
		ed. (Attach photocopy)			
Please seal y	our quota	tion in an envelop, then send it to the Schools Div	rision Superinten	dent, Division of (Cagayan de Oro City
elled PROPOS					
I nank yo	and may	God bless us always.			
			Very Truly yours	,	
			Very Truly yours	,	
			ALICIA E.	ANGHAY, Ph.D. Chairman	
EM QUANTIT	Y UNIT	NAME OF ARTICLE(S) and DESCRIPTION	ALICIA E.	ANGHAY, Ph.D.	REMARKS
THE RESERVE THE PERSON NAMED IN	Y UNIT reams	NAME OF ARTICLE(S) and DESCRIPTION Legal Size Bond Paper	ALICIA E. A	ANGHAY, Ph.D. Chairman	REMARKS
1 2	Name and Address of the Owner, where	NAME OF ARTICLE(S) and DESCRIPTION Legal Size Bond Paper A4 Size Bond Paper	ALICIA E. A	ANGHAY, Ph.D. Chairman	REMARKS
1 2 2 2 3 46	reams	Legal Size Bond Paper A4 Size Bond Paper Ballpen, Black	ALICIA E. A	ANGHAY, Ph.D. Chairman	REMARKS
2 2 3 46 4 46	reams	Legal Size Bond Paper A4 Size Bond Paper Ballpen, Black Correction Tape	ALICIA E. A	ANGHAY, Ph.D. Chairman	REMARKS
1 2 2 2 3 46 4 46 5 2	reams reams pcs pcs btls	Legal Size Bond Paper A4 Size Bond Paper Ballpen, Black Correction Tape Epson Ink #003, Cyan	ALICIA E. A	ANGHAY, Ph.D. Chairman	REMARKS
1 2 2 2 3 46 4 46 5 2 6 2	reams reams pcs pcs btls btls	Legal Size Bond Paper A4 Size Bond Paper Ballpen, Black Correction Tape Epson Ink #003, Cyan Epson Ink #003, Magenta	ALICIA E. A	ANGHAY, Ph.D. Chairman	REMARKS
1 2 2 2 3 46 4 46 5 2 6 2	reams reams pcs pcs btls	Legal Size Bond Paper A4 Size Bond Paper Ballpen, Black Correction Tape Epson Ink #003, Cyan	ALICIA E. A	ANGHAY, Ph.D. Chairman	REMARKS
1 2 2 2 3 46 4 46 5 2 6 2	reams reams pcs pcs btls btls	Legal Size Bond Paper A4 Size Bond Paper Ballpen, Black Correction Tape Epson Ink #003, Cyan Epson Ink #003, Magenta	ALICIA E. A	ANGHAY, Ph.D. Chairman	REMARKS
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1 2 2 2 3 46 4 46 5 2 6 2	reams reams pcs pcs btls btls	Legal Size Bond Paper A4 Size Bond Paper Ballpen, Black Correction Tape Epson Ink #003, Cyan Epson Ink #003, Magenta	ALICIA E. A	ANGHAY, Ph.D. Chairman	REMARKS
1 2 2 2 3 46 4 46 5 2 6 2	reams reams pcs pcs btls btls	Legal Size Bond Paper A4 Size Bond Paper Ballpen, Black Correction Tape Epson Ink #003, Cyan Epson Ink #003, Magenta	ALICIA E. A	ANGHAY, Ph.D. Chairman	REMARKS
1 2 2 2 3 46 4 46 5 2 6 2	reams reams pcs pcs btls btls	Legal Size Bond Paper A4 Size Bond Paper Ballpen, Black Correction Tape Epson Ink #003, Cyan Epson Ink #003, Magenta	ALICIA E. A	ANGHAY, Ph.D. Chairman	REMARKS
1 2 2 2 3 46 4 46 5 2 6 2	reams reams pcs pcs btls btls	Legal Size Bond Paper A4 Size Bond Paper Ballpen, Black Correction Tape Epson Ink #003, Cyan Epson Ink #003, Magenta	ALICIA E. A	ANGHAY, Ph.D. Chairman TOTAL	REMARKS f semina/request here*
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1 2 2 3 46 4 46 5 2 5 2 7 2 There will b m/am not an	reams reams pcs pcs btls btls btls exclusive	Legal Size Bond Paper A4 Size Bond Paper Ballpen, Black Correction Tape Epson Ink #003, Cyan Epson Ink #003, Magenta Epson Ink #003, Yellow	ALICIA E. A BAC (UNIT PRICE	*insert title o	if semina/request here*