



Republic of the Philippines  
**Department of Education**  
 Region I  
 Schools Division Office  
 San Carlos City, Pangasinan

**REQUEST FOR QUOTATION**

Reference No. 20240704-001; RFQ#043

Company/Business Name and Address

The Schools Division Office of San Carlos City, through the Bids and Awards Committee, now invites all qualified suppliers/bidders to quote the price **inclusive of VAT** on the items listed below. Submit your Quotation and the following requirements in a sealed envelope (signed by you or your representative across the seal) not later than **July 8, 2024, 10:00 AM** to wit: 1. Mayor's/Business Permit 2. PhilGEPS Registration Number Certificate, 3. Certificate of Registration (BIR Form 2303) and 4. Notarized Sworn Statement (revised) for ABC more than Php50,000.00

**Note: The prospective bidder/supplier should have a BIR registered Delivery Receipt.** The face of the envelope must contain the name of the Supplier/Bidder and the Name of the Project – similar to the manner of submission of bids in a Public Bidding. It must be duly received by the RECORDS OFFICE through manual submission or send it through their e-mail address at records.sccp@deped.gov.ph at Schools Division Office of San Carlos City, Pangasinan, to be forwarded by personnel of Records Unit to the BAC Secretariat. The submitted quotation shall be opened and read in the presence of the BAC Members and the undersigned or any representative in lieu of him/her. The Winning Bidder should inform the Schools Division Superintendent of the delivery of goods in writing, three (3) days before the projected delivery through the Records Office through manual submission or through their official e-mail address as indicated above.

  
**SHEILA MARIE A. PRIMICIAS, EdD, CESO VI**

Assistant Schools Division Superintendent  
 Officer-In-Charge, Office of Schools Division Superintendent

Unit	Article	Quantity	Estimated Approved Unit Cost	Estimated Approved Total Cost	Quotation of Supplier	
					Price per unit	Total Quotation
pax	A.1. Board and Lodging (Phase I - 10 days) - SUPPLY OF MEALS AND SNACKS INCLUSIVE OF VENUE AND ACCOMMODATION IN THE CONDUCT OF DEVELOPMENT AND FINALIZATION OF LESSON SCRIPTS FOR THE CATCH-UP FRIDAYS (CUF)	33	P2,000	P660,000.00		
pax	A.2. Board and Lodging (Phase II - 5 days) - SUPPLY OF MEALS AND SNACKS INCLUSIVE OF VENUE AND ACCOMMODATION IN THE CONDUCT OF DEVELOPMENT AND FINALIZATION OF LESSON SCRIPTS FOR THE CATCH-UP FRIDAYS (CUF)	33	2,000	330,000.00		
	*** Please see Approved Technical Specifications hereto attached ***					
				<b>Total ABC: P990,000.00</b>		

PURPOSE: : DEVELOPMENT AND FINALIZATION OF LESSON SCRIPTS FOR THE CATCH-UP FRIDAYS

DATES: PHASE I-JULY 10-19, 2024 & PHASE II - JULY 20-24, 2024

Canvassed By

Signature of Dealer



Address: Roxas Blvd., San Carlos City, Pangasinan  
 Tel. No./Fax No.: (075) 632-3293  
 Email Address: sancarlos.city1@deped.gov.ph





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## TECHNICAL SPECIFICATIONS

Title:

**SUPPLY OF MEALS AND SNACKS INCLUSIVE OF VENUE AND ACCOMMODATION IN THE CONDUCT OF DEVELOPMENT AND FINALIZATION OF LESSON SCRIPTS FOR THE CATCH-UP FRIDAYS (CUF)**

Approved Budget of Contract: **Php 990,000.00**

Source of Fund: SARO No. ROI-24-1117

Completion Period: **15 days**

Phase 1- July 10- 19, 2024

Phase 2- July 20-24, 2024

Item	Quantity	Unit	Item Description
			<b>Residential</b>
<b>Phase 1</b>			
<b>1</b>	<b>33</b>	<b>pax</b>	<b>Day 1: Breakfast</b> 2 pcs. Medium-sized pandesal with butter 1 pc scrambled egg 2 strips bacon 1 cup of steamed/fried rice 1 cup of Coffee with creamer/Tea/Hot Chocolate 1 piece apple 150 g <b>AM Snacks</b> 1 serving Chicken Arroz Caldo 200 g 1 Serving Glass of Cucumber Juice 300 ml <b>Lunch:</b> 1 serving potato soup 150 g 1 serving Classic Chicken Adobo 220 g 1 serving Fish Escabeche 200 g 1 serving Pakbet Tagalog 220 g 1 cup Steamed Rice 1 serving Glass of House Blend Iced Tea 300ml 1 pc Banana Medium Size (Lakatan) 150 g <b>PM Snacks</b> 1 serving Filipino Style Spaghetti ( 200 g) 1 Serving Glass Orange Juice 300 ml <b>Dinner</b> 1 serving Cream of Asparagus Soup, 150g 1 serving Pan-Fried Pork Steak 220 g Chicken Inasal, 200g



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			Sauteed Mixed Vegetables, 200g 1 serving Cooked Rice, 1 cup 1 piece apple 150
2	33	pax	<b>Day 2: Breakfast</b> 1 serving Beef Tapa with 1 boiled egg 1 pc "tinapa" (galunggong) with kamatis 1 cup Garlic Rice 1 serving glass of hot/cold Chocolate Drink /Coffee/Tea 200ml <b>AM Snacks</b> 1 whole Egg Sandwich 1 Serving Glass Sago't Gulaman 300 ml <b>Lunch:</b> 1 serving mushroom soup 150 g 1 serving Pork Hamonado (200 g) 1 serving Fish Fillet in Red Curry Sauce 200 g 1 whole serving Lumpiang Hubad 200 g 1 cup Steamed Rice 1 serving Glass of House Blend Iced Tea 300 ml 1 serving Banana Fritters with Caramel Sauce 150 ml <b>PM Snacks</b> 1 serving Bilo-Bilo (250 g) 1 serving glass Orange Juice (300 ml) <b>Dinner</b> 1 serving Cream of Corn Soup, 150g 1 serving Braised Beef, 200g 1 serving Chicken Cordon Bleu, 150g Stir-Fried Sprouted Mongo with Tokwa, 200g 1 serving Cooked Rice, 1 piece orange (medium size) 150 g
3	33	pax	<b>Day 3: Breakfast</b> 3 pcs Fried Danggit (medium size) with Egg 1 serving side dish (kamatis, fried eggplant & bagoong) 1 cup Plain Rice / Garlic Rice 1 cup Coffee 200 ml <b>AM Snacks</b> 1 serving Tuna Pasta with 1 whole Toasted Bread 200 g 1 Serving Glass Calamansi Juice <b>Lunch:</b> 1 serving potato soup (150 g) 1 serving Pininyahang Manok (150g) 1 serving Bistek na Bangus (150g) 1 serving Gising Gising



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			200g 1 cup Steamed Rice 1 serving glass of House Blend Iced Tea 300 ml 1 small cup buko pandan 100 g <b>PM Snacks</b> 1 serving Pansit Bihon Guisado with 4 pcs small puto 200 g 1 Serving Glass Orange Juice 300 ml <b>Dinner</b> 1 serving Egg Drop Soup, 150g 1 serving Beefsteak, 200g 1 serving Fresh vegetable Lumpia, 200g 1 serving chicken curry 200 g 1 serving Cooked Rice, 1 cup 1 piece banana lakatan 150 g
4	33	pax	<b>Day 4</b> <b>Breakfast</b> 1 piece apple 150 g 2 pcs. Fried Garlic Longanisa 100g 1 Scrambled Egg w/Tomatoes & Onions, 200g 1 cup Fried or Plain Rice 1 cup Brewed Coffee w/ Cream 250 ml <b>AM Snacks</b> 1 serving Pansit Sotanghon, 200g 2 pcs Pork Shanghai 50g 1 can chilled Fruit Juice, 220ml <b>Lunch</b> 1 serving Corn Chowder, 150g 1 serving Beef with Mushroom and Broccoli, 200g 1 slice bangus alapobre, 200g 1 serving Cooked Rice, 1 cup 1 piece apple 150 g <b>PM Snacks</b> 2 pcs. Vegetable Spring Rolls w/ Vinaigrette Dressing, approx. 2.5" x 4" 200 g 1 can chilled Fruit Juice, 220ml <b>Dinner:</b> 1 serving Cream of Asparagus Soup, 150g Chicken Inasal, 200g Sautéed Mixed Vegetables, 200g 1 serving pork adobo 200 g 1 serving Cooked Rice, 1 cup 1 piece banana (lakatan) 150 g
5	33	pax	<b>Day 5:</b> <b>Breakfast</b>



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			<p>1 pc Sliced Ripe Mango 100g 1 pc Homemade longanisa w/ Potatoes &amp; Onions, 200g Poached Egg Sliced Tomatoes 1 cup Fried or Plain Rice Brewed Coffee w/Cream/Hot Choco/Tea <b>AM Snacks</b> 1 serving Tuna Pesto Pasta, 200g 1 pc French Toast 1 can chilled Fruit Juice, 220ml <b>Lunch:</b> 1 serving Potato Soup, 150g 1 serving Chicken Ala King, 200g 1 serving Sauteed Carrots &amp; Chayote w/ Ground Beef, 200g 1 serving milkfish Escabeche 100g 1 serving Cooked Rice, 1 cup 1 pc banana (lakatan) (regular size) 150 g <b>PM Snacks</b> 1 serving Tuna &amp; Cheese Sandwich 180 g 1 can chilled Fruit Juice, 220ml <b>Dinner</b> 1 serving Cream of Corn Soup, 150g 1 serving Braised Beef, 200g 1 serving Chicken Cordon Bleu, 150g Stir-Fried Sprouted Mongo with Tokwa, 200g 1 serving Cooked Rice, 1 cup 1 piece apple 150 g</p>
6	33		<p><b>Day 6</b> <b>Breakfast:</b> 1 pice Ponkan 150 g Fried Boneless Bangus, 1pc 1 pc Boiled Salted Egg Sliced Tomatoes 1 serving Fried or Plain Rice, 1cup Brewed Coffee w/ Cream 250 ml <b>AM Snacks</b> Fresh Lumpia with Peanut Sauce, 1 big piece 80g 1 can chilled Fruit Juice, 220ml <b>Lunch:</b> 1 serving Asparagus Soup, 150g 1 serving Fried Fish Fillet in Teriyaki Sauce 100 g 1 serving Pan-Fried Pork Steak, 200g 1 serving Chopsuey, 200g 1 serving Cooked Rice, 1 cup 1 cup fruit salad 80 g</p>



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			<b>PM Snacks</b> 1 serving Cheesy Maja Blanca, 3"x2" 80 g 1 can chilled Fruit Juice, 220ml <b>Dinner:</b> 1 serving Egg Drop Soup, 150g 1 serving Beefsteak, 200g 1 serving Fresh vegetable Lumpia, 200g 1 slice relleno bangus 60 g 1 serving Cooked Rice, 1 cup 1 piece banana (lakatan) 150 g
7	33		<b>Day 7</b> <b>Breakfast:</b> 1 pc Lakatan 150 g Bacon Strips, 60 g Egg Omelet, 60g Fried Hash Brown, 50 g Fried or Plain Rice, 1c Brewed Coffee w/ Cream/Chocolate/Tea 250 ml <b>AM Snacks:</b> 1 serving Filipino Style Spaghetti, 180g 1 pc Garlic Toast Bread 1 can chilled Fruit Juice, 220ml <b>Lunch:</b> 1 serving Clam Chowder, 150g 1 serving Buttered Shrimps, 100g 1 serving Lengua, 200g 1 serving buttered vegetables, 200g 1 serving Cooked Rice, 1 c 1 serving fruit salad 180 g <b>PM Snacks</b> 1 serving Hamburger Sandwich with TLC (tomato, lettuce, cheese) 100 g 1 can chilled Fruit Juice, 220ml <b>Dinner:</b> 1 serving Mussel Soup, 150g 1 serving Chicken Curry, 200g 1 serving Grilled Liempo w/ Sauce, 200g 1 serving gising gising, 200g 1 serving Cooked Rice, 1 cup 5 Sliced Peaches, 50g
8	33		<b>Day 8: Breakfast</b> 2 pcs. Medium-sized pandesal with 1 pc scrambled egg 1 cup plain/fried rice 1 cup of Coffee with creamer/Tea/Hot Chocolate 200 ml



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		<p>1 piece apple 150 g</p> <p><b>AM Snacks</b></p> <p>1 serving Chicken Arroz Caldo 150 g</p> <p>1 Serving Glass of Cucumber Juice 300 ml</p> <p><b>Lunch:</b></p> <p>1 serving potato soup 150 g</p> <p>1 serving Classic Chicken Adobo 220 g</p> <p>1 serving Fish Escabeche 200 g</p> <p>1 serving Pakbet Tagalog 220 g</p> <p>1 cup Steamed Rice</p> <p>1 serving Glass of House Blend Iced Tea 300 ml</p> <p>1 pc Banana Medium Size (Lakatan) 150 g</p> <p><b>PM Snacks</b></p> <p>1 serving Filipino Style Spaghetti ( 200 g)</p> <p>1 Serving Glass Orange Juice 300 ml</p> <p><b>Dinner</b></p> <p>1 serving Cream of Asparagus Soup, 150g</p> <p>1 serving Pan-Fried Pork Steak 220 g</p> <p>Chicken Inasal, 200g</p> <p>Sauteed Mixed Vegetables, 200g</p> <p>1 serving Cooked Rice, 1 cup</p> <p>1 piece apple 150 ml</p>
9	33	<p><b>Day 9: Breakfast</b></p> <p>1 serving Beef Tapa with boiled egg</p> <p>1 cup Garlic</p> <p>Rice</p> <p>1 serving glass of hot/cold Chocolate Drink /Coffee/Tea 220 ml</p> <p><b>AM Snacks</b></p> <p>1 whole Egg Sandwich</p> <p>1 Serving Glass Sago't Gulaman</p> <p><b>Lunch:</b></p> <p>1 serving mushroom soup 150 g</p> <p>1 serving Pork Hamonado 200 g</p> <p>1 serving Fish Fillet in Red Curry Sauce 200g</p> <p>1 whole serving Lumpiang Hubad 100g</p> <p>1 cup Steamed Rice</p> <p>1 serving Glass of House Blend Iced Tea 300 ml</p> <p>1 serving Banana Fritters with Caramel Sauce 90 g</p> <p><b>PM Snacks</b></p> <p>1 serving Bilo-Bilo 200 g</p> <p>1 serving glass Orange Juice 300 ml</p> <p><b>Dinner</b></p> <p>1 serving Cream of Corn Soup, 150g</p>



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			1 serving Braised Beef, 150g 1 serving Chicken Cordon Bleu, 150g Stir-Fried Sprouted Mongo with Tokwa, 150g 1 serving Cooked Rice, 1 piece orange (medium size) 150 g	
10			<b>Day 10: Breakfast</b> 3 pcs Fried Danggit (medium size) with 1 piece boiled egg 70g serving side dish (kamatis, fried eggplant & bagoong) 1 cup Plain Rice / Garlic Rice 1 cup Coffee 250 ml <b>AM Snacks</b> 1 serving Tuna Pasta with 1 whole Toasted Bread 200g 1 Serving Glass Calamansi Juice 300ml <b>Lunch:</b> 1 serving potato soup 150 g 1 serving Pininyahang Manok 150g 1 serving Bistek na Bangus 150g 1 serving Gising Gising 150g 1 cup Steamed Rice 1 serving glass of House Blend Iced Tea 300ml 1 small cup buko pandan 80g <b>PM Snacks</b> 1 serving Pansit Bihon Guisado with 4 pcs small Puto 200g 1 Serving Glass Orange Juice 300ml <b>Dinner</b> 1 serving Egg Drop Soup, 150g 1 serving Beefsteak, 200g 1 serving Fresh vegetable Lumpia, 200g 1 serving chicken curry 150 g 1 serving Cooked Rice, 1 cup 1 piece banana lakatan 150 g	1
		<b>33</b>		
<b>Phase 2</b>				
11			<b>Day 11</b> <b>Breakfast</b> 1 piece apple 150 g 2 pcs. Fried Garlic Longanisa 60g 1 Scrambled Egg w/Tomatoes & Onions, 150g 1 cup Fried or Plain Rice 1 cup Brewed Coffee w/ Cream 250 ml <b>AM Snacks</b> 1 serving Pansit Sotanghon, 180g 2 pcs Pork Shanghai 60g	
		<b>33</b>		



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			<p>1 can chilled Fruit Juice, 220ml <b>Lunch</b> 1 serving Corn Chowder, 150g 1 serving Beef with Mushroom and Broccoli, 200g 1 slice bangus alapobre, 200g 1 serving Cooked Rice, 1 cup 1 piece apple 150g <b>PM Snacks</b> 2 pcs. Vegetable Spring Rolls w/ Vinaigrette Dressing, approx. 2.5" x 4" 60g 1 can chilled Fruit Juice, 220ml <b>Dinner:</b> 1 serving Cream of Asparagus Soup, 150g Chicken Inasal, 150g Sauteed Mixed Vegetables, 150g 1 serving pork adobo 150 g 1 serving Cooked Rice, 1 cup 1 piece banana (lakatan) 150 g</p>
12	33		<p><b>Day 12:</b> <b>Breakfast</b> 1 pc Sliced Ripe Mango 120 g 1 pc Homemade longanisa w/ Potatoes &amp; Onions, 200g Poached Egg 70 g Sliced Tomatoes 1 cup Fried or Plain Rice Brewed Coffee w/Cream/Hot Choco/Tea 250 ml <b>AM Snacks</b> 1 serving Tuna Pesto Pasta, 180g 1 pc French Toast 1 can chilled Fruit Juice, 220ml <b>Lunch:</b> 1 serving Potato Soup, 150g 1 serving Chicken Ala King, 180g 1 serving Sauteed Carrots &amp; Chayote w/ Ground Beef, 200g 1 serving milkfish Escabeche 80 g 1 serving Cooked Rice, 1 cup 1 pc banana (lakatan) (regular size) 150g <b>PM Snacks</b> 1 serving Tuna &amp; Cheese Sandwich 150 g 1 can chilled Fruit Juice, 220ml <b>Dinner</b> 1 serving Cream of Corn Soup, 150g 1 serving Braised Beef, 150g 1 serving Chicken Cordon Bleu, 150g Stir-Fried Sprouted Mongo with Tokwa, 200g</p>



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			1 serving Cooked Rice, 1 cup 1 piece apple 150g
13			<b>Day 13</b> <b>Breakfast:</b> 1 pc Ponkan 150 g Fried Boneless Bangus, 1pc 80g Boiled Salted Egg, 1pc 80 g Sliced Tomatoes Fried or Plain Rice, 1c Brewed Coffee w/ Cream 250 ml <b>AM Snacks</b> Fresh Lumpia with Peanut Sauce, 1 big piece 150 ml 1 can chilled Fruit Juice, 220ml <b>Lunch:</b> 1 serving Asparagus Soup, 150g 1 serving Fried Fish Fillet in Teriyaki Sauce 80 g 1 serving Pan-Fried Pork Steak, 150g 1 serving Chopsuey, 150g 1 serving Cooked Rice, 1 cup 1 cup fruit salad 80 g <b>PM Snacks</b> 1 serving Cheesy Maja Blanca, 3"x2" 80 g 1 can chilled Fruit Juice, 220ml <b>Dinner:</b> 1 serving Egg Drop Soup, 150g 1 serving Beefsteak, 200g 1 serving Fresh vegetable Lumpia, 150g 1 slice relleno bangus 150g 1 serving Cooked Rice, 1 cup 1 piece banana (lakatan) 150 g
14			<b>Day 14</b> <b>Breakfast:</b> 1 pc Lakatan 150 Bacon Strips, 100g Egg Omelet, 100g Fried Hash Brown, 50g Fried or Plain Rice, 1c Brewed Coffee w/ Cream/Chocolate/Tea 250 <b>AM Snacks:</b> 1 serving Filipino Style Spaghetti, 200g 1 pc Garlic Toast Bread 1 can chilled Fruit Juice, 220ml <b>Lunch:</b>



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			<p>1 serving Clam Chowder, 150g 1 serving Buttered Shrimps, 100g 1 serving Lengua, 150g 1 serving buttered vegetables, 150g 1 serving Cooked Rice, 1 cup 1 serving fruit salad 80 g <b>PM Snacks</b> 1 serving Hamburger Sandwich with TLC (tomato, lettuce, cheese) 150 g 1 can chilled Fruit Juice, 220ml <b>Dinner:</b> 1 serving Mussel Soup, 150g 1 serving Chicken Curry, 150g 1 serving Grilled Liempo w/ Sauce, 200g 1 serving gising gising, 200g 1 serving Cooked Rice, 1 cup 5 Sliced Peaches, 30g</p>
15	33		<p><b>Day 15</b> <b>Breakfast</b> 1 piece apple 150 g 2 pcs. Fried Garlic Longanisa 80 g 1 Scrambled Egg w/Tomatoes &amp; Onions, 200g 1 cup Fried or Plain Rice, 1cup 1 cup Brewed Coffee w/ Cream 250 ml <b>AM Snacks</b> 1 serving Pansit Sotanghon, 150g 2 pcs Pork Shanghai 60g 1 can chilled Fruit Juice, 220ml <b>Lunch</b> 1 serving egg drop soup 150 g 1 serving Corn Chowder, 150g 1 serving Beef with Mushroom and Broccoli, 200g 1 slice bangus alapobre, 200g 1 serving Cooked Rice, 1 cup 1 piece apple 150g <b>PM Snacks</b> 2 pcs. Vegetable Spring Rolls w/ Vinaigrette Dressing, approx. 2.5" x 4" 1 can chilled Fruit Juice, 220ml <b>Dinner:</b> 1 serving Cream of Asparagus Soup, 150g Chicken Inasal, 200g Sauteed Mixed Vegetables, 200g 1 serving pork adobo 200 g 1 serving Cooked Rice, 1 cup 1 piece banana (lakatan) 150 g</p>



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	<p style="text-align: center;"><b>Inclusions</b></p>	<p>TERMS OF REFERENCE: Procurement of Board and Lodging</p> <p><b>I. Availability</b> Arrival/Departure of participants and First and Last Meals</p> <p><b>II. Location and site condition</b></p> <ol style="list-style-type: none"><li>1. Accessible by any mode of land transportation.</li><li>2. Provision of parking lot/space; site must be away from gambling facility</li></ol> <p><b>III. Neighborhood Data</b></p> <ol style="list-style-type: none"><li>1. The surrounding areas are clean;</li><li>2. Police and Fire station can be easily accessed;</li><li>3. Restaurants and banking services are located nearby.</li></ol> <p><b>IV. Venue</b></p> <ol style="list-style-type: none"><li>1. The hotel is structurally safe.</li><li>2. The Conference Hall can accommodate comfortably the identified number of participants. It shall be properly ventilated with fully-functioning air conditions system. The room should be spacious enough with 8 round or rectangular tables. Each table shall have four individual chairs.</li><li>3. Facilities<ol style="list-style-type: none"><li>a. Provision of sufficient water supply;</li><li>b. There shall be comfort rooms near the conference hall and in the rooms.</li><li>c. Rooms shall be well-li;</li><li>d. Elevators, if any, shall be functional.</li><li>e. Fire escapes are available and fire fighting equipment are visible.</li><li>f. Hi-speed Wi-Fi connection, extension wires, whiteboard with markers and erasers shall also be available.</li></ol></li></ol> <p><b>V. Other requirements</b></p> <ol style="list-style-type: none"><li>a. Room Type: Preferably 1 single bed for each participant; no folding bed nor sharing of bed</li><li>b. Audio visual equipment like LCD projectors, microphones and sound system, shall be available. Presence of technical support personnel to manage the sound system and to readily available to troubleshoot technical problems.</li><li>c. Free use of function rooms from 7:00 am to 8:00 pm., provision of sanitizer, and</li></ol>
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		<p>assorted candies, chips and peanuts , and other finger foods.</p> <ul style="list-style-type: none"><li>d. Provision of medical staff for emergency purposes.</li><li>e. Free use of a service vehicle (for emergency purposes)</li><li>f. In case of emergency, the service provider shall provide medical assistance/medication (over-the-counter medication) to ailing participants.</li><li>g. Provision of a special menu for those with food preferences and dietary restrictions.</li><li>h. Availability of security guards;</li><li>i. Provision for power strips and extension outlets.</li><li>j. Must have two (2) separate tables for the Organizers or Management Team and Registration Area.</li></ul> <p>Complete Meal: Buffet for Breakfast, guided buffet for lunch and dinner (with 3 viands, soup, and fruits), 2 snacks, and free flowing coffee or choco in the conference rooms.</p>
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Meals and snacks shall be inspected by the members of the Division Inspectorate Team in the training venue.

The Winning Bidder should inform the Schools Division Superintendent of the accommodation venue, meals and snacks of the activity in writing three (3) days before the projected conduct of the development of lesson scripts for catch-up Fridays through the Records Office through manual submission or through their official e-mail address at [records.sccp@deped.gov.ph](mailto:records.sccp@deped.gov.ph).

The additional guidelines on the procedures of Inspection and Delivery are detailed as follows:

1. Upon receipt of the Notice of Delivery by the Records Office, the communication will be routed to the Supply Office and the latter will immediately forward it to the Schools Division Superintendent. The Supply Office will also inform the Division Inspectorate Team, and End-User/Proponent of the project of the said delivery through an Inspection Order signed by the Head of the Agency or the Administrative Officer, if authorized, with the attached Technical Specifications of the project.
2. On the day of the development, the Division Inspectorate Team, and End-User of the project shall inspect the snacks, meals, and accommodation in the training venue.
3. The Inspection and Acceptance Report shall be signed by the members of the Division Inspectorate Team in accordance with the Technical Specifications of the project.
4. The signed Official Receipt shall be prepared and submitted by the supplier.

\*Note: The Official Receipt must be registered to the BIR (Bureau of Internal Revenue)

Prepared by:

**ROLDAN EDEN**

EPS- LR

**MINERVA A. MUNOZ**

EPS- ESP

Noted by:

**EDITHA R. PRIDAS, PHD**

Chief, Curriculum and Implementation Division



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