



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

REQUEST FOR QUOTATION

Reference No: 20241014-001; RFQ#069-A

Date: October 14, 2024
 Fund Code: ROI-24-0436
 MOP: Small Value Procurement
 Contact No.: 9228972109
 Contact Person: Urbano M. Benitez, Jr

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 not later than **October 18, 2024, 9:00 AM** together with the following requirements, to wit:

1. **Mayor's/Business Permit,**
2. **PhilGEPS Registration Number Certificate,**
3. **Certificate of Registration (BIR Form 2303),**
4. **Notarized Sworn Statement (revised) for ABC more than Php50,000.00.**

Note:
 1. The prospective bidder/supplier should have a **BIR registered Delivery Receipt/Service Invoice.**

2. 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.
3. 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.
4. 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.
5. 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.

URBANO M. BENITEZ, JR.
 BUYER/END-USER

GENERAL NAME OF THE ITEMS: CATERING SERVICES

Unit	Article	Quantity	Estimated Approved Unit Cost	Estimated Approved Total Cost	Quotation of Supplier		EVALUATION (Leave this space blank. For BAC/Evaluators only)
					Price per unit	Total Quotation	
pax	AM SNACKS	150	100	P15,000.00			
	1 serving of Tuna Pesto Pasta, 180g						
	1 pc French Toast, 25g						
	1 can chilled Fruit Juice (220 ml)						
pax	LUNCH	150	400	P60,000.00			
	Cheese and Corn Chowder, 8oz.						
	Pork Afritada, 120g						
	Fish Fillet with Sweet and Sour Sauce, 1pc/serving (approx. 65g)						
	Buttered vegetables, 100g						
	Rice, 1.cup, 250g						
	Buco Salad, 150g						
	Purified Water, 500 ml						
pax	PM SNACKS	150	100	P15,000.00			
	Baked Macaroni, 120g						
	Cucumber-Lemon Juice, 300 ml						

Notes:

1. The supplier is expected to cater the meals and snacks in the training venue;
2. Meals shall be served on time (AM Snacks- 10:00 AM, Lunch-12 NN, PM Snacks- 2:30 PM);
4. The caterer shall provide water station in the training venue;
5. The caterer shall provide updated sanitary permit issued by the city or municipal health office;
6. Food handlers and kitchen staff should have medical certificate; and
7. The caterer shall provide food samples for sensory evaluation and acceptability.

INCLUSIONS (FOR TABLE BUFFET SERVICE):

- Free Flowing Coffee/Tea with Creamer & Sugar and Purified Water
- Elegant table set-up with dinnerwares, flatwares
- Tables & chairs are covered with clean and beautiful linens
- Dishes at the buffet tables are properly labeled
- Courteous, neat, & well-groomed food service crew & waiters
- Inclusion of buffer for 10 pax

Other Inclusions: Stage decoration; 1 gift basket for resource speaker; 1 Tarpaulin for stage decoration, 5x6

Total ABC: Php 90,000.00

PURPOSE: REBIDDING OF THE SUPPLY AND DELIVERY OF MEALS AND SNACKS FOR THE CONDUCT OF DIVISION ORIENTATION ON THE IMPLEMENTATION OF SCHOOL-BASED FEEDING PROGRAM (SBFP) AND OTHER OPLAN SA KALUSUGAN (OKD) PROGRAMS FOR THE SY 2024-2025

Reviewed and Checked By:

BAC TWG

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

