



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

## REQUEST FOR QUOTATION

Reference No: 20241104-002; RFQ#080

Date: November 4, 2024  
 Fund Code: ROI-24-1705  
 MOP: Small Value Procurement  
 Contact No.: 9420412267  
 Contact Person: Madeline S. Suarez

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 **November 11, 2024, 5:00 PM** 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.

**MADELINE S. SUAREZ**  
 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	<b>BREAKFAST</b>	50	100	<b>P5,000.00</b>			
	1 bowl Arrozcaldo with 1 Hard Boiled Egg						
	1 Bottled Purified Water, 330ml						
pax	<b>AM SNACKS</b>	120	100	<b>P12,000.00</b>			
	1 serving of Baked Macaroni 'n' Cheese, 150g						
	1 glass Cucumber-Lemon Juice, 300ml						
pax	<b>LUNCH</b>	120	400	<b>P48,000.00</b>			
	1 bowl of Cheese and Corn Chowder, 8oz.						
	1 serving of Beef Teriyaki, 120g						
	1 serving of Chicken Cordon Bleu, 120g						
	1 serving of Chopsuey w/ Quail Eggs, 100g						
	Rice, 1 cup, 250g						
	1 small bowl of Buko Salad, 150g						
	1 Bottled Purified Water, 330 ml						
pax	<b>PM SNACKS</b>	70	100	<b>P7,000.00</b>			
	1 piece of Hamburger with TLC, 200g						
	1 glass Orange Juice, 300ml						
<b>Notes:</b> 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 during opening of quotation <b>INCLUSIONS (FOR TABLE BUFFET SERVICE):</b> • Free Flowing Coffee/Tea with Creamer & Sugar and Purified Water with water two (2) water dispensers • Well set-up table arrangement and table appointment • 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 basket of assorted fruits for resource speaker; 1 Tarpaulin for stage decoration, 5x6							
				<b>Total ABC: Php 72,000.00</b>			

PURPOSE: SUPPLY AND DELIVERY OF MEALS FOR THE CONDUCT OF NATIONAL CHILDREN'S MONTH REGIONAL CELEBRATION

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](mailto:sancarlos.city1@deped.gov.ph)

