



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

## REQUEST FOR QUOTATION

Date: \_\_\_\_\_

**To: The Bids and Awards Committee  
Schools Division Office of San Carlos City  
Roxas Blvd., San Carlos City, Pangasinan 2420**

**Sir/Madam:**

After having carefully read and accepted the terms and conditions mentioned in the Request for Quotation Invitation, hereunder is our financial proposal as an interested contractor for the following details of the project:

Name of Project: **SUPPLY AND INSTALLATION OF ALUMINUM GLASS DIVIDER**

Approved Budget of Contract: **Php92,758.05**

Completion Period: **7 Calendar Days**

<b>Terms of Reference</b>	<b>Indicate Compliant or non-Compliant</b>
1. Minimum Manpower Requirements: ✓ Project Engineer ✓ Helper ✓ Carpentry ✓ Painter	
2. Minimum Required Equipment: ✓ Hand Tools	
3. Bid Securing Declaration & Bid Security (if declared winning bidder)	
4. Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as:	



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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<ul style="list-style-type: none"><li>a. Construction schedule and S-curve</li><li>b. Manpower schedule</li><li>c. Construction methods</li><li>d. Equipment utilization schedule</li><li>e. Construction safety and health program.</li></ul>	
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**BID AMOUNT IN WORDS AND IN FIGURES AS COMPUTED IN THE PROGRAM OF WORKS/BILL OF QUANTITIES & DETAILED ESTIMATE HERETO ATTACHED AS ANNEXES 'A' AND 'B' RESPECTIVELY:**

\_\_\_\_\_ (PHP \_\_\_\_\_).

**Bidder's Commitment:**

We undertake that the above-quoted price is inclusive of all costs and applicable taxes such as but not limited to VAT, income tax, local tax, and other levies.

The price offered shall not be subject to any increase for whatever reason including in cases of devaluation/inflation during the entire duration of the contract.

We hereby agree and bind ourselves to the terms and conditions herein specified, and to the manner of bidding and evaluation set up by the Bids and Awards Committee.

Company/Business Name : \_\_\_\_\_  
Name of Owner/Representative : \_\_\_\_\_  
Company/Business Address : \_\_\_\_\_  
Office Tel. No. / Mobile No. : \_\_\_\_\_  
Valid Email Address : \_\_\_\_\_  
Signature & Date : \_\_\_\_\_



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Reference No. 20241125-003

# **PROJECT: SUPPLY AND INSTALLATION OF ALUMINUM GLASS DIVIDER**

## **(Small Value Procurement)**



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)





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

Reference No: 20241125-003

Date: November 25, 2024

Request for Quotation No.: 2024-090

**INVITATION/REQUEST FOR SUBMISSION OF PRICE QUOTATION**

**PROJECT: SUPPLY AND INSTALLATION OF ALUMINUM GLASS DIVIDER**

The Schools Division Office of San Carlos City, Pangasinan, hereinafter referred to as the procuring entity, through its Bids and Awards Committee (BAC), now invites legally, financially, and technically capable contractors (Sec. 53, Revised IRR of RA 9184) to quote your lowest price inclusive of VAT on the above-mentioned project, subject to the Terms and Condition stated herein. **Duly signed and sealed envelopes** compliant with the requirements may be submitted at the Division Office not later than **December 3, 2024, 10:00 A.M.**

The BAC shall proceed with the opening of envelopes following the provisions of Small Value Procurement, and upon receipt of at least one (1) quotation on the date of deadline of submission.

**TERMS OF REFERENCE**

1. Name of Project: **SUPPLY AND INSTALLATION OF ALUMINUM GLASS DIVIDER**
2. Approved Budget of Contract: **Php92,758.05**  
*Price offer exceeding the ABC for this project shall be automatically disqualified.*
3. Completion Period: **7 Calendar Days**
4. Minimum Manpower Requirements:
  - ✓ General Foreman
  - ✓ Helper
  - ✓ Carpenter
5. Minimum Required Equipment:
  - ✓ Hand Tools



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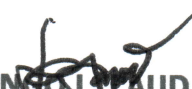
**DOCUMENTARY AND OTHER REQUIREMENTS**

Interested contractors shall submit the following requirements along with the Request for Quotation Documents on or before 10:00 AM of December 3, 2024:

1. Documentary Requirements for Small Value Procurement (Appendix A, 2016 Revised IRR of RA 9184):
  - a. Mayor's / Business Permit
  - b. PhilGEPS Registration Number
  - c. PCAB License
  - d. Omnibus Sworn Statement
  
2. Documentary, and other requirements as deemed necessary by the procuring entity:
  - a. BIR Certificate of Registration and/or Income/Business Tax Return
  - b. Original copy of Notarized Bid Securing Declaration
  - c. Project Requirements, which shall include the following:
    - Organizational chart for the contract to be bid;
    - List of contractor's key personnel, to be assigned to the contract to be bid, with their complete qualification and experience data;
    - List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be;

The face of the envelope must contain the name of the Contractor/Bidder and the Name of the Project—similar to the manner of submission of bids in Public Bidding. It must be duly received by the Records Unit through manual submission 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 and shall be conducted on the same date unless otherwise rescheduled due to unavoidable circumstances.

SDO-SCC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bid.

  
**DOMINGOL LAUD, EdD, CESE**  
*Assistant Schools Division Superintendent*  
Chairperson, Bids and Awards Committee



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**DEPARTMENT OF EDUCATION**  
 REGION I  
**SAN CARLOS CITY**



Roxas Boulevard, San Carlos City, Pangasinan  
 Tel. No./Fax No. (075) 632-3293 (OSDS) Trunkline Nos. (075) 633-5691 to 93

**PROGRAM OF WORK**  
**BILL OF QUANTITIES**

<b>Office : DIVISION OFFICE</b>			<b>Date:</b> SEPTEMBER 2024			
<b>School I.D.:</b>			<b>Budget Allocation:</b> PHP 92,758.05			
<b>Region: I</b>			<b>Engineering and Administrative Overhead:</b>			
<b>Division: SAN CARLOS CITY</b>			<b>Approved Budget for Contract:</b> PHP 92,758.05			
<b>Project Title:</b>			<b>Completion Period: 7 calendar days</b>			
<b>: PROPOSED SUPPLY AND INSTALLATION OF ALUMINUM GLASS DIVIDER</b>			<b>Minimum Required Manpower:</b>			
			General Foreman		Carpenter	
<b>Location:</b> SAN CARLOS CITY			<b>Helper</b>			
			<b>Minimum Required Equipment:</b> Hand Tools			
Item I.D.	Item Description	% of Total	Unit	Quantity	Total Cost	Remarks
<b>I. DIRECT COST</b>						
	General Requirements		lot	1.00		
<b>CONFERENCE AREA</b>						
6.00	DOORS AND WINDOWS		set	1.00		
<b>Sub-Total</b>						
<b>II. INDIRECT COST 22% of (I - Gen. Req.)</b>						
	Overhead Expenses (8%)					
	Contingencies (3%)					
	Miscellaneous (1%)					
	Contractor's Profit (10%)					
<b>Sub-Total</b>						
<b>III. TAX 5% of (I+II)</b>						
<b>Sub-Total</b>						
<b>IV. TOTAL CONSTRUCTION COST (I + II + III)</b>						

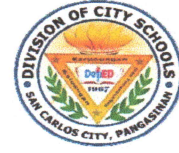
Prepared:

\_\_\_\_\_  
 BIDDER/CONTRACTOR



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## PROGRAM OF WORKS

### DETAILED COST ESTIMATE

PROJECT : **PROPOSED SUPPLY AND INSTALLATION OF ALUMINUM GLASS DIVIDER**  
OFFICE : CONFERENCE AREA , DIVISION OFFICE  
LOCATION : SAN CARLOS CITY  
OWNER : DEPARTMENT OF EDUCATION

ITEM NO.	DESCRIPTION	UNIT	QTY	UNIT COST		TOTAL COST		GRAND TOTAL
				MATERIAL	LABOR	MATERIAL	LABOR	
	<b>GENERAL REQUIREMENTS</b>							
	Mobilization/Temporary Structures, Utilities and Services/Demobilization	lot	1.00					
	Project Billboard	lot	1.00					
	<b>Sub-total</b>							
<b>6.00</b>	<b>DOORS and WINDOWS</b>							
	5.61M X 2.62 M AND 5.67 M X 2. 62M Aluminum Glass Divider	set	1.00				-	-
	<b>Sub-total</b>							
<b>I</b>	<b>DIRECT COST</b>							
<b>II</b>	<b>INDIRECT COST 22% of (I - Gen. Req.)</b>							
<b>III</b>	<b>TAX 5% OF (I+II)</b>							
<b>IV</b>	<b>TOTAL CONSTRUCTION COST (I+II+III)</b>							

Prepared by:

\_\_\_\_\_  
BIDDER/CONTRACTOR

PROPOSED INSTALLATION OF WHITE POWDER COATED ALUMINUM GLASS DIVIDER AT CONFERENCE ROOM

