



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

## REQUEST FOR QUOTATION

Reference No: 20241029-001; RFQ#075

Date: October 29, 2024  
 Fund Code: ROI-24-1180  
 MOP: Small Value Procurement  
 Contact No.: 9257430339  
 Contact Person: Roldan B. Eden

\_\_\_\_\_  
 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 5, 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.

**ROLDAN B. EDEN**  
 BUYER/END-USER

GENERAL NAME OF THE ITEMS: PRINTING

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	
pages	GRADE 1 MATHEMATICS QUARTER 2 LESSON EXEMPLARS AND WORKSHEETS FOR SCHOOL YEAR 2024-2025	255,325	P0.50	<b>P127,662.50</b>			
	Please see Approved Technical Specifications hereto attached						
		<b>Total ABC: Php 127,662.50</b>					

**PURPOSE: PRODUCTION AND DELIVERY OF GRADE 1 MATHEMATICS QUARTER 2 LESSON EXEMPLARS AND WORKSHEETS FOR SCHOOL YEAR 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





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## TECHNICAL SPECIFICATIONS

Title:

### PRODUCTION AND DISTRIBUTION OF GRADE 1 MATHEMATICS LESSON EXEMPLARS AND WORKSHEETS FOR SCHOOL YEAR 2024-2025

Approved Budget of Contract: ₱ 127,662.50

Source of Fund: **SARO No. ROI-24-1180**

Completion Period: **7 Calendar Days**

Project Description / Specifications	Contract Duration	ABC (Php)
PRODUCTION AND DELIVERY OF GRADE 1 MATHEMATICS QUARTER 2 LESSON EXEMPLARS AND WORKSHEETS FOR SCHOOL YEAR 2024-2025	7 calendar days	₱ 127,662.50

### PAPER AND BINDING

- Paper Size: **8.27" x 11.69" (A4)**
- Paper Orientation: **Lesson Exemplar – Landscape**  
**Activity Sheet – Portrait**  
**Two-side print**
- Paper Type (Inside): **Uncoated paper (book paper) 70 gsm**
- Paper Type (Cover & Back Cover): **Self-cover (board)**
- Color (Inside): **1 Color (black and white)**
- Color (Cover & Back Cover): **4 Colors (CMYK) with UV coating**
- Binding: **Perfect Binding/Saddle Stitch (by quarter)**
- Proof: For Printing as is of the material provided to the supplier.
- Sample: A sample lesson exemplar and activity sheet per learning area shall be provided by the supplier with the lowest bid. Sample of Ready-to-Print lesson exemplars and activity sheets shall be submitted to, and approved by, the End-User to be assisted by TWG before the mass production.
- Font style, Font Size and Spacing shall not be altered.
- The inside back page should not be used for printing the contents of the lesson exemplar and activity sheet.
- Sorting: The LR materials shall be sorted by the supplier by LR type (lesson exemplar and worksheet) and per school



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



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- Packing: The LR materials shall be packed using plastic by the supplier by LR type (lesson exemplar and worksheet) and per school with corresponding labelling and uniformed template for the cover of the pack.

**DELIVERY AND INSPECTION:**

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 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 delivery, the Division Inspectorate Team, and End-User of the project shall inspect the delivery of goods in the Division Office. After which, the winning bidder shall deliver the LR materials to the recipient schools based on the distribution list.
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 Delivery Receipt shall be prepared and submitted by the supplier.
5. The Inventory Custodian Slip (ICS) shall be prepared by the Division Supply Officer.

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

**PRODUCTION AND DELIVERY OF GRADE 1 MATHEMATICS QUARTER 2 LESSON EXEMPLARS  
AND WORKSHEETS FOR SCHOOL YEAR 2024-2025**

LR Type	Learning Area	Week No.	No. of Pages	Number of Copies	Total No. of Pages	Statement of Compliance
LE	Math1-Q2	1	17	137	2,329	
LE	Math1-Q2	2	14	137	1,918	
LE	Math1-Q2	3	18	137	2,466	
LE	Math1-Q2	4	17	137	2,329	
LE	Math1-Q2	5	12	137	1,644	
LE	Math1-Q2	6	11	137	1,507	




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



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LE	Math1-Q2	7	17	137	2,329	
LE	Math1-Q2	8	15	137	2,055	
					<b>16,577</b>	
WS	Math1-Q2	1	8	3,511	28,088	
WS	Math1-Q2	2	7	3,511	24,577	
WS	Math1-Q2	3	6	3,511	21,066	
WS	Math1-Q2	4	7	3,511	24,577	
WS	Math1-Q2	5	11	3,511	38,621	
WS	Math1-Q2	6	13	3,511	45,643	
WS	Math1-Q2	7	8	3,511	28,088	
WS	Math1-Q2	8	8	3,511	28,088	
					<b>238,748</b>	
				<b>Total Pages</b>	<b>255,325</b>	
				<b>Cost per page</b>	<b>* 0.50</b>	
				<b>Total Amount</b>	<b>127,662.50</b>	

Prepared by:

  
**ROLDAN B. EDEN, EdD**  
EPS, CID-LRMS  
End-User

Noted by:

  
**EDITHA R. PRIDAS, PhD**  
Chief, CID  
Project Owner



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