



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

REQUEST FOR QUOTATION

Reference No: 20241218-004; RFQ#109

Date: December 18, 2024
 Fund Code: ROI-23-1036
 MOP: Small Value Procurement
 Contact No.: 9276584036
 Contact Person: Juliet Resngit/Lilibeth Magtang/Vima Beltran

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 **December 26, 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

JULIET RESNGIT/LILIBETH MAGTANG/VILMA BELTRAN
 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	DAY 1 (LIVE-OUT) AM SNACKS 1 serving Beef Burger 1 can chilled Fruit Juice (220ml) LUNCH 1 serving Cream of Asparagus Soup 1 serving Spanish Garlic Chicken 1 serving Fish Fillet in Puttanesca Sauce 1 serving Provençalé 1 serving Plain Rice 1 serving Slice Fruits in season 1 bottled Water (330ml) PM SNACKS 1 serving Palabok 1 can chilled Fruit Juice (220ml)	30	600.00	18,000.00			
pax	DAY 2(LIVE-OUT) AM SNACKS 1 serving Pasta Alfredo 2 slices Toasted Buttered Baguette 1 can chilled Fruit Juice (220ml) LUNCH 1 serving Clam Chowder 1 serving Pork Harmonado 1 serving Fish Fillet Teriyaki 1 serving Stir- Fried Bokchoy 1 serving Plain Rice 1 serving Blueberry Shortcake 1 bottled Water (330ml) PM SNACKS 1 serving Special Pansit Palabok 1 can chilled Fruit Juice (220ml)	30	600.00	18,000.00			
pax	DAY 3 (LIVE-OUT) AM SNACKS 1 serving Hamburger Sandwich with TLC (Tomato, Lettuce, Cheese) 1 can chilled Fruit Juice (220ml) LUNCH 1 serving Cream of Mushroom Soup 1 serving Slow-Cooked Sweet n' Sour Pork 2 pcs Fish Lumpiang Shanghai 1 serving Buttered Fried Chicken Tenders 1 serving Plain Rice 1 serving Watermelon Wedge 1 bottled Water (330ml) PM SNACKS 1 serving Parmesan Garlic Spaghetti with Garlic Toast Bread 1 can chilled Fruit Juice (220ml)	30	600.00	18,000.00			



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- Notes:
1. Meals shall be served on time (AM Snacks- 10 AM, Lunch-12 Noon, PM Snacks- 3PM,);
 2. Buffet table setting and arrangement shall be provided/done by the caterer in 1 venue.
 3. The caterer shall provide updated sanitary permit issued by the city or municipal health office.
 4. Food handlers and kitchen staff should have medical certificate;
 5. The caterer shall provide food samples for sensory evaluation and acceptability test during opening of quotation
 6. The supplier shall allot (5) buffer per day.
 7. Unlimited Coffee/Choco Drink and Tea

Total ABC: Php 54,000.00

PURPOSE: SUPPLY OF MEALS AND SNACKS FOR WORKSHOP ON THE DEVELOPMENT, CONTEXUALIZATION AND PRINTING OF MATERIALS

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

