



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

REQUEST FOR QUOTATION

Reference No: 20241218-005; RFQ#110

Date: December 18, 2024
 Fund Code: ROI-23-1036
 MOP: Small Value Procurement
 Contact No.: 9276584036
 Contact Person: Juliet Resngit/Lilibeth Magtang/Vilma 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
 BAC MEMBER/END-USER

GENERAL NAME OF THE ITEMS: PRINTING 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	
pcs	Printing & Reproduction of Developed and Contextualized Literacy Materials	432,000	0.60	P259,200.00			
Total ABC: Php 259,200.00							

PURPOSE: DELIVERY OF PRINTING AND REPRODUCTION OF DEVELOPED AND CONTEXTUALIZED LITERACY MATERIALS FOR ENGLISH, MATHEMATICS AND SCIENCE

Reviewed and Checked By:

BACTWG

Canvassed By

Signature of Dealer



Address: Roxas Blvd., San Carlos City, Pangasinan
 Tel. No./Fax No.: (075) 632-3293
 Email Address: sancarlos.city1@dej





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TECHNICAL SPECIFICATIONS

Title:

PRINTING AND REPRODUCTION OF DEVELOPED AND CONTXTUALIZED LITERACY MATERIALS

Approved Budget of Contract: ₱ 259,200

Source of Fund: SARO No. ROI-23-1036

Completion Period: 7 Calendar Days

Project Description / Specifications	Contract Duration	ABC (Php)
PRINTING AND REPRODUCTION OF DEVELOPED AND CONTXTUALIZED LITERACY MATERIALS	7 calendar days	₱ 259,200

PAPER AND BINDING

- Paper Size: **8.27" x 11.69" (A4)**
- Paper Orientation:
Learner's Activity Sheet – Portrait
Two-side print
- Paper Type (Inside): **Uncoated paper (book paper) 60 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 (all 4 weeks)**
- 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), subject area, and per school
- Packing: The LR materials shall be packed using plastic by the supplier by LR type (lesson



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



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exemplar and worksheet), subject area, 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.

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-Users of the project shall inspect the delivery of goods in the Division Office.
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)

PRINTING AND REPRODUCTION OF DEVELOPED AND CONTXTUALIZED LITERACY MATERIALS

LR Type	Learning Area	Week No.	No. of Pages	Number of Copies	Total No. of Pages	Statement of Compliance
LAS	English	1-5	360	40	14,400	
LAS	Science	1-5	360	40	14,400	
LAS	Math	1-5	360	40	14,400	

Prepared by:

LILIBETH A. MAGTANG
JULIET RESNGIT
VILMA V. BELTRAN
EPS, ENGLISH/SCIENCE/MATH

Noted by:

EDITHA R. PRIDAS, PhD
Chief, CID



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