



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

REQUEST FOR QUOTATION

Reference No: 20241129-001; RFQ#093

Date: November 29, 2024
 Fund Code: ROI-24-0752
 MOP: Small Value Procurement
 Contact No.: 9173307154
 Contact Person: NORMAN A. FLORES

 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 6, 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.

NORMAN A. FLORES
 BUYER/END-USER

GENERAL NAME OF THE ITEMS: CATERING SERVICES WITH ACCOMMODATION

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	
	DAY 1						
pax	BREAKFAST						
	1 serving Assorted Fruit Wedges (250g)						
	1 serving Sunny Side Up Egg (1 pc)						
	1 serving Fried Danggit (100g)						
	1 serving Sliced Fried Ham (1 pc)						
	1 serving Steamed or Fried Rice (1 cup)						
	AM SNACKS						
	1 serving Hamburger Sandwich with Tomato,Lettuce,Cheese (1 pc)						
	1 can chilled Fruit Juice (220ml)						
pax	LUNCH						
	1 serving Cream of Mushroom Soup (150g)						
	1 serving Slow-Cooked Sweet and Sour Pork (200g)						
	1 serving Lumpiang Fish Shanghai (2 pc)						
	1 serving Mixed Vegetables (150g)	30	P2,000.00	P60,000.00			
	1 serving Steamed Rice (1 cup)						
	1 serving Watermelon Wedge (250g)						
pax	PM SNACKS						
	1 serving Parmesan Garlic Spaghetti (250 g)						
	1 serving Garlic Toast Bread (1 pc)						
	1 can chilled Fruit Juice (220ml)						
pax	DINNER						
	1 serving Cream of Corn Soup (150g)						
	1 serving Braised Beef (200g)						
	1 serving Chicken Cordon Bleu (150g)						
	1 serving Stir-Fried Sprouted Mungo with Tokwa (200g)						
	1 serving Steamed Rice (1 cup)						
	1 serving Brownies (50g)						
	DAY 2						



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NORMAN A. FLORES

pax	ITEMS	30	P2,000.00	P60,000.00			
	BREAKFAST						
	1 serving medium-sized Lakatan (1 pc)						
	1 serving Bacon Strips (10g)						
	1/2 serving medium-sized Fried Boneless Bangus						
	1 serving Egg Omelet (100g)						
	1 serving Steamed or Fried Rice (1 cup)						
	AM SNACKS						
	1 serving Pasta Alfredo (170 g)						
	1 serving Toasted Buttered Baguette (2 slice)						
	1 can chilled Fruit Juice (220ml)						
	LUNCH						
	1 serving clam Chowder (8 oz)						
	1 serving Pork Hamonado (150g)						
	1 serving Fish Fillet Teriyaki (150g)						
	1 serving Stir Fried Bokchoy (150g)						
	1 serving Steamed Rice (1 cup)						
	1 serving Blueberry Shortcake (1 slice)						
	PM SNACKS						
	1 serving Special Pansit Palabok (150 g)						
	1 serving Lumpiang Shanghai (2 pc)						
	1 can chilled Fruit Juice (220ml)						
	DINNER						
	1 serving Egg Noodle Soup (8 oz)						
	1 serving Lechon Kawali (120 g)						
	1 serving Chilli Garlic Chicken (120g)						
	1 serving Buttered Vegetables (100g)						
	1 serving Steamed Rice (1 cup)						
	1 serving of Mocha Cake (1 slice)						
	DAY 3						



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NORMAN A. FLORES

pax	ITEMS	Quantity	Unit Price	Total Price		
	BREAKFAST					
	1 serving medium - sized Apple (1 pc)					
	1 serving Meatloaf (40g)					
	1 serving Sunny Side - Up Egg (1pc)					
	1 serving Toasted Dilis (2g)					
	1 serving Steamed or Fried Rice (1 cup)					
	AM SNACKS					
	1 serving Tuna Pesto Pasta (180g)					
	1 serving French Toast (1pc)					
	1 can chilled Fruit Juice (220ml)					
	LUNCH					
	1 serving Cream of Potato Soup (8oz)					
	1 serving Chicken Pastel with White Sauce (120g)					
	1 serving Korean Beef (120g)	30	P2,000.00	P60,000.00		
	1 serving Seafoods Kare-Kare (100g)					
	1 serving Steamed Rice (1 cup)					
	1 serving Cathedral Windows (1 slice)					
	PM SNACKS					
	1 serving Baked Macaroni (120g)					
	1 can chilled Fruit Juice (220ml)					
	DINNER					
	1 serving Beef Consomme (8oz)					
	1 serving Roasted Mushroom (120 g)					
	1 serving Korean Pork (150g)					
	1 serving Crispy Shrimps (120g)					
	1 serving Steamed Rice (1 cup)					
	1 serving Almond Jelly with Lychee (60g)					

- Notes:
1. The supplier is expected to cater the meals and snacks in the training venue;
 2. Meals shall be served on time (Breakfast- 6:00 AM-8:00 AM, AM Snacks- 10:00 AM, Lunch-12 Noon, PM Snacks- 3PM, Dinner 6:00PM-7:00PM);
 3. The caterer shall provide water station in the training venues;
 4. The caterer shall provide updated sanitary permit issued by the city or municipal health office;
 5. Food handlers and kitchen staff should have medical certificate;
 6. The caterer shall provide food samples for sensory evaluation and acceptability during the opening of Bids;
 7. The supplier will provide use of function room, audio-visual system/facility and other requirements (e.g. Internet connection,LCD projector,Sound System, Microphone); and
 8. With a conducive Accommodation for 30 pax.

INCLUSIONS FOR TABLE BUFFET SERVICE:
 Free flowing coffee/tea with creamer and sugar, and purified water;
 Elegant table set-up with dinnerwares, flatwares;
 Tables and chairs are covered with clean and beautiful linens;
 Dishes at the buffet tables are properly labeled;
 Courteous, neat, and well-groomed food service crew and waiters; and
 Inclusion of buffer for 5 pax

Other Inclusions: 1 pc -Tarpaulin Backdrop with Layout (5 x 8 ft)

Total ABC: Php 180,000.00

PURPOSE: SUPPLY OF MEALS AND SNACKS INCLUSIVE OF VENUE WITH 3-DAY ACCOMMODATION FOR THE TRAINING OF TEACHERS ON THE MICROSOFT PRODUCTIVITY TOOLS FOR DEPED COMPUTERIZATION PROGRAM ADOPTION

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

