



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

REQUEST FOR QUOTATION

Reference No: 20250204-001; RFQ#001

Date: February 4, 2025
 Fund Code: ROI-24-1048
 MOP: Shopping
 Contact No.: 9954049972
 Contact Person: JOANNA MARIE M. MENOR

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 **February 12, 2025, 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. The quotation and the documentary requirements stated above must be duly received by the RECORDS OFFICE **through manual submission (onsite) or 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.

JOANNA MARIE M. MENOR
 BUYER/END-USER

GENERAL NAME OF THE ITEMS: Supplies for Awarding

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	
pc	Wooden Trophy (vertical format, 24 inches)	7	770.00	5,390.00			
pc	Wooden Trophy (vertical format, 22 inches)	4	690.00	2,760.00			
pc	Wooden Trophy (vertical format, 20 inches)	3	595.00	1,785.00			
pc	Wooden Trophy (vertical format, 18 inches)	9	535.00	4,815.00			
pc	Wooden Plaque (decorative, 6.5 x 9 inches)	16	825.00	13,200.00			
pc	Wooden Plaque (decorative, 6 x 8 inches)	10	675.00	6,750.00			
pc	Frame (PVC with matting, 8 x 10 inches)	100	130.00	13,000.00			
pack	Photopaper, glossy type, A4 size, 180 GSM, 10 pcs/pack	8	200.00	1,600.00			
pc	Card case, A4 size, plastic, transparent	150	38.00	5,700.00			
	(Please see attached for the design of trophies and plaques)			-			
				Total ABC: Php 55,000.00			

PURPOSE: SUPPLY AND DELIVERY OF SUPPLIES AND MATERIALS FOR THE CONDUCT OF 2024 BRIGADA ESKWELA DIVISION RECOGNITION AND APPRECIATION ON FEBRUARY 21, 2025

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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