



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

REQUEST FOR QUOTATION

Reference No: 20250204-002; RFQ#002

Date: February 4, 2025
 Fund Code: ROI-24-1048
 MOP: Small Value Procurement
 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: Meals

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	Lunch	175	400.00	70,000.00			
	1 serving Korean Pork						
	Crispy Boneless Bangus, half size, medium						
	1 serving Roasted Chicken						
	1 serving Buttered Vegetables						
	1 cup Steamed Rice						
	Bottled juice, chilled, 250 ml						
	1 serving Coffee Jelly, small cup						
NOTES:							
<ul style="list-style-type: none"> - the supplier is expected to serve the lunch and provide accommodation - snacks shall be served on time at 12:0NN - food handlers & kitchen staff shall have updated medical certificates; & the caterer with updated Sanitary Permit 							
INCLUSIONS:							
<ul style="list-style-type: none"> - on- site catering staff for serving and assistance - well set-up table arrangement & table appointments; dishes at the buffet table are properly labeled - provision of fruits/picka-picka to be served to the VIPs to be seated at the presidential table - tables & chairs are covered with fresh & clean linens - inclusion of buffer for 10 pax 							
Total ABC: Php 70,000.00							

PURPOSE: SUPPLY OF LUNCH 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

