



**Republic of the Philippines**  
**Department of Education**  
Region I

**SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN**

**REQUEST FOR QUOTATION**

Reference No: 20250225-001; RFQ#013

Date: February 25, 2025  
Fund Code: GAS MOOE 2025  
MOP: Small Value Procurement  
Contact No.: 9276584036  
Contact Person: MARIA EVELYN V. MORILLO

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 **March 4, 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.

  
**MARIA EVELYN V. MORILLO**  
 BUYER/END-USER

GENERAL NAME OF THE ITEMS: Meals/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	
	<b>QUARTER 1 ( March 26,2025)</b>						
	<b>AM SNACKS</b>	<b>53</b>	<b>P100.00</b>	<b>P5,300.00</b>			
	1 serving Parmesan Garlic Spaghetti with 2 pcs Garlic Toast Bread						
	1 can Chilled Juice (220ml) (Orange)						
<b>pax</b>	<b>LUNCH</b>	<b>53</b>	<b>P400.00</b>	<b>P21,200.00</b>			
	1 serving Cream of Mushroom Soup						
	1 serving Beef Morcon						
	1 serving Mixed Seafoods in Oyster Sauce						
	1 serving Mixed Vegetables						
	1 cup Steamed Rice						
	1 pc Banana						
	1 Bottled Purified Water (330ml)						
<b>pax</b>	<b>PM SNACKS</b>	<b>53</b>	<b>P100.00</b>	<b>P5,300.00</b>			
	1 serving Hamburger Sandwich with Tomato, Lettuce, Cheese						
	1 can Chilled Juice ( 220ml) (Mango)						
	<b>QUARTER 2 (June 25,2025)</b>						
<b>pax</b>	<b>AM SNACKS</b>	<b>53</b>	<b>P100.00</b>	<b>P5,300.00</b>			
	1 serving Pasta Alfredo with 2 pcs Toasted Buttered baguette						
	1 can chilled Juice ( 220ml) (Pineapple)						
<b>pax</b>	<b>LUNCH</b>	<b>53</b>	<b>P400.00</b>	<b>P21,200.00</b>			
	1 serving Clam Chowder						
	1 serving Beef Teriyaki						
	1 serving Chicken with Cashew & Green Peas						
	1 serving Stir Fried Bokchoy						
	1 cup Steamed Rice						
	1 pc Apple						
	1 Bottled Purified Water (330ml)						
<b>pax</b>	<b>PM SNACKS</b>	<b>53</b>	<b>P100.00</b>	<b>P5,300.00</b>			
	1 serving Pork Empanada						
	1 can Chilled Juice ( 220ml) (Four Season)						
	<b>QUARTER 3 (Sepetember 24,2025)</b>						
<b>pax</b>	<b>AM SNACKS</b>	<b>53</b>	<b>P100.00</b>	<b>P5,300.00</b>			
	1 serving Tuna Pesto Pasta with 2 slice French toast						
	1 can chilled Fruit Juice (220ml) (Pineapple Orange)						
	<b>LUNCH</b>						
	1 serving Crab and Corn Soup						
	1 serving Pork Tonkatsu						
	1 serving Fish Shanghai	<b>53</b>	<b>P400.00</b>	<b>P21,200.00</b>			
	1 serving Chopsuey						
	1 cup Steamed Rice						
	1 pc Pongkan						
	1 Bottled Purified Water (330ml)						
	<b>PM SNACKS</b>	<b>53</b>	<b>P100.00</b>	<b>P5,300.00</b>			
	1 serving Chicken Sandwich						
	1 can Chilled Juice (220ml)(Four Season)						
	<b>QUARTER 4 (Decemeber 17,2025)</b>						





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MARIA EVELYN V. MORILLO

	AM SNACKS	53	P100.00	P5,300.00			
	1 serving Miki Bihon Guisado with 5 pcs Puto Calasiao						
	1 can Chilled Juice (220ml) (Pineapple)						
	LUNCH	53	P400.00	P21,200.00			
	1 serving Egg Drop Soup						
	1 serving Pork Caldereta						
	1 serving Mongolian Vegetables						
	1 serving Chicken Galantina						
	1 cup Steamed Rice						
	1 pc Orange						
	1 Bottled Purified Water (330ml)						
	PM SNACKS	53	P100.00	P5,300.00			
	1 pc Siopao Asado						
	1 can Chilled Juice (220ml)(Pineapple Orange)						

**Notes:**

1. The supplier is expected to cater the meals and snacks in the training venue;
2. Meals shall be served on time( AM Snacks- 9:00 AM, Lunch-10:30 AM, PM Snacks- 2PM);
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/supplier shall provide the Tarpaulin Backdrops with Layout (5 x 6 ft) (1 pcs).
7. The supplier shall be paid after the conduct of Each Quarterly DExeCom 2025.

Other Inclusions: Free flowing coffee/tea with creamer and sugar, and purified water;  
 Presentable 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 3 pax per meal.

**Total ABC: Php 127,200.00**

**PURPOSE: SUPPLY AND DELIVERY OF MEALS AND SNACKS FOR THE 2025 QUARTERLY DIVISION EXECUTIVE COMMITTEE (DEXECOM)**

Canvassed By

Signature of Dealer



Address: Roxas Blvd., San Carlos City, Pangasinan, Philippines

Telephone No. 075-523 4527

Website: <https://sdosancarloscityr1.com>

Email Address: sancarlos.city1@deped.gov.ph