



Republic of the Philippines
Department of Education
 Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 20250225-002; RFQ#014

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 | |
| | QUARTER 1 (March 27,2025) | 132 | P100.00 | 13,200.00 | | | |
| pax | AM SNACKS | | | | | | |
| | 1 serving Chicken Canton Guisado with 5 pcs Puto Calasiao | | | | | | |
| | 1 can chilled Juice (220ml)(Pineapple) | | | | | | |
| pax | LUNCH | 132 | P400.00 | P52,800.00 | | | |
| | 1 serving Cream of Corn Soup | | | | | | |
| | 1 serving Chili Garlic Chicken | | | | | | |
| | 1 serving Beef with Broccoli | | | | | | |
| | 1 serving Grilled Blue Marlin | | | | | | |
| | 1 serving Steamed Rice | | | | | | |
| | 1 serving Leche Plan | | | | | | |
| | 1 Bottled Purified Water (330ml) | | | | | | |
| pax | PM SNACKS | 132 | P100.00 | P13,200.00 | | | |
| | 1 serving Burger with Tomato,Letuce,Cheese | | | | | | |
| | 1 can chilled Juice (220ml) (Four Season) | | | | | | |
| | QUARTER 2 (June 26,2025) | | | | | | |
| pax | AM SNACKS | 132 | P100.00 | P13,200.00 | | | |
| | 1 serving Pasta Alfredo 2 pc of Toasted Buttered Baguette | | | | | | |
| | 1 can chilled Juice (220ml)(Pineapple) | | | | | | |
| pax | LUNCH | 132 | P400.00 | P52,800.00 | | | |
| | 1 serving Molo Soup | | | | | | |
| | 1 serving Pork in Oyster Sauce | | | | | | |
| | 1 serving Chicken Fillet | | | | | | |
| | 1 serving Stir Fried Vegetables | | | | | | |
| | 1 cup Steamed Rice | | | | | | |
| | 1 pc Brownies | | | | | | |
| | 1 Bottled Purified Water (330ml) | | | | | | |
| pax | PM SNACKS | 132 | P100.00 | P13,200.00 | | | |
| | 2 pcs Cheese Roll | | | | | | |
| | 1 can chilled Juice (220ml)(Orange) | | | | | | |
| | QUARTER 3 (September 25,2025) | | | | | | |
| pax | AM SNACKS | 132 | P100.00 | P13,200.00 | | | |
| | 1 serving Carbonara Pasta with 2 pcs French toast Bread | | | | | | |
| | 1 can chilled Juice (220ml)(Four Season) | | | | | | |
| | LUNCH | 132 | P400.00 | P52,800.00 | | | |
| | 1 serving Asparagus Soup | | | | | | |
| | 1 serving Sweet and Sour Meat Balls | | | | | | |
| | 1 serving Bangus Sisig | | | | | | |
| | 1 serving Chicken Cordon Bleu | | | | | | |
| | 1 cup Steamed Rice | | | | | | |
| | 1 serving Buko Pandan | | | | | | |
| | 1 Bottled Purified Water (330ml) | | | | | | |
| | PM SNACKS | 132 | P100.00 | P13,200.00 | | | |
| | QUARTER 4 (December 18,2025) | | | | | | |
| | AM SNACKS | 132 | P100.00 | P13,200.00 | | | |



Republic of the Philippines
Department of Education
 Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 20250225-002; RFQ#014

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

| | | | | | |
|---|------------|----------------|-------------------|--|--|
| 1 serving Chicken Pancit Bihon with 5 pcs Puto Catasiao | | | | | |
| 1 can chilled Juice (220ml) (Pineapple Orange) | | | | | |
| LUNCH | 132 | P400.00 | P52,800.00 | | |
| 1 serving Cream of Carrot Soup | | | | | |
| 1 serving Korean Beef | | | | | |
| 1 serving Chicken Sate | | | | | |
| 1 serving Buttered Vegetables | | | | | |
| 1 cup Steamed Rice | | | | | |
| 1 serving Coffee Jelly | | | | | |
| 1 Bottled Purified Water (330ml) | | | | | |
| PM SNACKS | 132 | P100.00 | P13,200.00 | | |
| 1 serving Tuna Sandwich | | | | | |
| 1 can chilled Juice (220ml) (Pneapple) | | | | | |

- 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- 2:00PM);
 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/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 Quaterly ManCom 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 316,800.00

PURPOSE: SUPPLY AND DELIVERY OF MEALS AND SNACKS FOR THE 2025 QUARTERLY MANAGEMENT COMMITTEE MEETING (MANCOM) CUM KUMUSTAHAN WITH SCHOOL HEADS

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