



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

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

## REQUEST FOR QUOTATION

Reference No: 20250528-001; RFQ#037

Date: May 28, 2025  
Fund Code: ROI-25-0382  
MOP: Small Value Procurement  
Contact No.: 9257430339  
Contact Person: ROLDAN B. EDEN

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 **June 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](mailto: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.

GENERAL NAME OF THE ITEMS: **PRINTING**

LILIBETH A. MAGTANG / VIVIAN V. OFANDA / ROLDAN B. EDEN  
BUYER/END-USER

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	
pages	Phil-IRI Manual 2018 (Elementary)	568,518	₱0.60	<b>₱341,110.80</b>			
pages	Phil-IRI for JHS Manual (Secondary)	472,483	₱0.60	<b>₱283,489.80</b>			
	Please see Approved Technical Specifications hereto attached						
<b>Total ABC: Php 624,600.60</b>							

PURPOSE: PRINTING AND DELIVERY OF THE PHILIPPINE INFORMAL READING INVENTORY ASSESSMENT TOOL FOR KEY STAGES 2 AND 3

Canvassed By

Signature of Dealer



Address: Roxas Blvd., San Carlos City, Pangasinan, Philippine  
Telephone No. 075-523 4527

Website: <https://sdosancarloscity1.com>

Email Address: [sancarlos.city1@deped.gov.ph](mailto:sancarlos.city1@deped.gov.ph)



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## TECHNICAL SPECIFICATIONS

Title:

**Printing of the Philippine Informal Reading Inventory Assessment Tool for Key Stages 2 and 3**

Approved Budget of Contract: **₱ 624,600.60**

Source of Fund: **SARO No. ROI-25-0382**

Completion Period: **7 Calendar Days**

Project Description / Specifications	Contract Duration	ABC (Php)
Printing and Delivery of the Philippine Informal Reading Inventory Assessment Tool for Key Stages 2 and 3	7 calendar days	<b>₱ 624,600.60</b>

### PAPER AND BINDING

- Paper Size: **8.27" x 11.69" (A4)**
- Paper Orientation: **Portrait**
- Paper Type (Inside): **Uncoated paper (book paper) 70 gsm**
- Paper Type (Cover & Back Cover): **Self-cover (board)**
- Color (Inside): **1 Color (black and white)**
- Color (Cover & Back Cover): **4 Colors (CMYK) with UV coating**
- Binding: **Perfect Binding (for Complete Pages Only) and Stappled (for 2 or more loose pages)**
- Proof: For Printing as is of the material provided to the supplier.
- Sorting: The material/s shall be sorted by the supplier by level (elem/secondary), by group (grade level, pretest set/grade, posttest set/grade), and per school
- Packing: The material/s shall be packed using plastic by the supplier by level (elem/secondary), by group (grade level, pretest set/grade, posttest set/grade) using plastic envelope and per school with corresponding labelling and uniformed template for the cover of the pack.

### DELIVERY AND INSPECTION:

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 at [records.sccp@deped.gov.ph](mailto:records.sccp@deped.gov.ph).

The additional guidelines on the procedures of Inspection and Delivery are detailed as follows:





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1. Upon receipt of the Notice of Delivery by the Records Office, the communication will be routed to the Supply Office and the latter will immediately forward it to the Schools Division Superintendent. The Supply Office will also inform the Division Inspectorate Team, and End-User/Proponent of the project of the said delivery through an Inspection Order signed by the Head of the Agency or the Administrative Officer, if authorized, with the attached Technical Specifications of the project.
2. On the day of the delivery, the Division Inspectorate Team, and End-User of the project shall inspect the delivery of goods in the Division Office. **After which, the winning bidder shall deliver the LR materials to the recipient schools based on the distribution list.**
3. The Inspection and Acceptance Report shall be signed by the members of the Division Inspectorate Team in accordance with the Technical Specifications of the project.
4. The signed Delivery Receipt shall be prepared and submitted by the supplier.
5. The Inventory Custodian Slip (ICS) shall be prepared by the Division Supply Officer.

\*Note: The Delivery Receipt must be registered to the BIR (Bureau of Internal Revenue)

**Printing and Delivery of the Philippine Informal Reading Inventory**  
**Assessment Tool for Key Stages 2 and 3**

Material	Page Numbers	No. of Pages	Number of Copies	Total No. of Pages	Statement of Compliance
<b>I. Phil-IRI Manual 2018 (Elementary)</b>					
a. Complete	All	720	124	89,280	
<b>For FILIPINO (Loose Pages)</b>					
<b>b. Grade Level</b>					
Grade 3	31-34	4	3748	14,992	
Grade 4	35-39	5	3772	18,860	
Grade 5	40-45	6	3585	21,510	
Grade 6	46-49	4	4175	16,700	
ISR	642-643 (2 copies)	4	15,280	61,120	
<b>c. Pretest Set</b>					
Set A	77-94	18	940	16,920	
Set B	95-112	18	940	16,920	
Set C	113-130	18	940	16,920	
Set D	131-148	18	940	16,920	
<b>d. Posttest Set</b>					
Set A	224-241	18	940	16,920	
Set B	242-259	18	940	16,920	
Set C	260-277	18	940	16,920	



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Set D	278-295	18	940	16,920	
<b>For ENGLISH (Loose Pages)</b>					
<b>b. Grade Level</b>					
Grade 4	58-61	4	3772	15,088	
Grade 5	62-65	4	3585	14,340	
Grade 6	66-69	4	4175	16,700	
ISR	642-643 (2 copies)	4	11,532	46,128	
<b>c. Pretest Set</b>					
Set A	371-386	16	940	15,040	
Set B	387-402	16	940	15,040	
Set C	403-418	16	940	15,040	
Set D	419-434	16	940	15,040	
<b>d. Posttest Set</b>					
Set A	502-516	15	940	14,100	
Set B	517-531	15	940	14,100	
Set C	532-547	16	940	15,040	
Set D	548-563	16	940	15,040	
<b>Total Pages (Elem)</b>				<b>568,518</b>	
<b>Cost per Page</b>				<b>x 0.60</b>	
<b>Sub-Total (Elem)</b>				<b>₱341,110.80</b>	

**II. Phil-IRI for JHS Manual (Secondary)**

a. Complete	All	276	66	18,216	
<b>For ENGLISH (Loose Pages)</b>					
<b>b. Grade Level</b>					
Grade 7	11-20	10	3,680	36,800	
Grade 8	21-30	10	3,072	30,720	
Grade 9	31-40	10	3,115	31,150	
Grade 10	41-51	11	3,450	37,950	
GST	52	1	13,317	13,317	
LRecord	267-268 (in 2 copies)	4	13,317	53,268	
<b>c. Pretest Set</b>					
Grade 4	56	1	470	470	
Grade 5	57-58	2	470	940	
Grade 6	59-60	2	470	940	
Grade 7	61-63	3	470	1,410	
Grade 8	64-66	3	470	1,410	
Grade 9	67-69	3	470	1,410	
Grade 10	70-72	3	470	1,410	





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<b>d. Posttest Set</b>					
Grade 4	93	1	470	470	
Grade 5	94-95	2	470	940	
Grade 6	96-97	2	470	940	
Grade 7	98-100	3	470	1,410	
Grade 8	101-103	3	470	1,410	
Grade 9	104-106	3	470	1,410	
Grade 10	107-109	3	470	1,410	
<b>For FILIPINO (Loose Pages)</b>					
<b>b. Grade Level</b>					
Grade 7	130-141	12	3,680	44,160	
Grade 8	142-152	11	3,072	33,792	
Grade 9	153-163	11	3,115	34,265	
Grade 10	164-174	11	3,450	37,950	
GST	175	1	13,317	13,317	
LRecord	267-268 (in 2 copies)	4	13,317	53,268	
<b>c. Pretest Set</b>					
Grade 4	179-180	2	470	940	
Grade 5	181-182	2	470	940	
Grade 6	183-184	2	470	940	
Grade 7	185-187	3	470	1,410	
Grade 8	188-190	3	470	1,410	
Grade 9	191-194	4	470	1,880	
Grade 10	195-197	3	470	1,410	
<b>d. Posttest Set</b>					
Grade 4	219-220	2	470	940	
Grade 5	220-222	2	470	940	
Grade 6	223-224	2	470	940	
Grade 7	225-227	3	470	1,410	
Grade 8	228-231	4	470	1,880	
Grade 9	232-234	3	470	1,410	
Grade 10	235-238	4	470	1,880	
			<b>Total Pages (Sec)</b>	<b>472,483</b>	
			<b>Cost per Page</b>	<b>x 0.60</b>	
			<b>Sub-Total (Sec)</b>	<b>₱283,489.80</b>	
			<b>TOTAL COST</b>	<b>₱624,600.60</b>	

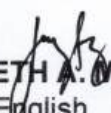



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	Phil-IRI Manual 2018 (Elementary)	Phil-IRI for JHS Manual
Buffer to CID Office	1	1
Buffer to EPS	2	2
Buffer to Library	2	2

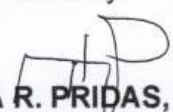
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