



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 20250710-001; RFQ#061

Company/Business Name and Address

Date: July 10, 2025
Fund Code: ROI-25-0708
MOP: Small Value Procurement
Contact No.: 9507491336
Contact Person: MINERVA A. MUÑOZ

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 **July 17, 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.


MINERVA A. MUÑOZ
BUYER/END-USER

GENERAL NAME OF THE ITEMS: 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	
	Day 1						
pax	AM Snacks	102	100.00	₱10,200.00			
	1 Serving Pansit Bihon						
	5 pcs of Puto w/ Cheese						
	1 can Chilled Pineapple Juice (220ml)						
pax	LUNCH	102	400.00	₱40,800.00			
	1 Serving Crabmeat Soup						
	1 Serving Pork Adobo						
	1/2 Fried Boneless Bangus (medium Size)						
	1 serving Pakbet Tagalog with Chicharon						
	1 cup of plain Rice						
	1 Serving of Buko Pandan						
	1 Glass of cold Fruit Juice (cucumber)						
pax	PM Snacks	102	100.00	₱10,200.00			
	1 pc Chicken or Tuna Sandwich						
	1 can Chilled Orange Juice (220ml)						
	Day 2						
pax	AM Snacks	102	100.00	₱10,200.00			
	1 Serving of Baked Cheesy Macaroni						
	2 pcs Lumpia Shanghai						
	1 can Chilled Fruit Juice (220ml)						
pax	LUNCH	102	400.00	₱40,800.00			
	1 Serving Asparagus Soup						
	1 Serving Chicken Barbeque						
	1 Serving Beef Kare-Kare w/ Vegetables						
	1 Serving Spicy Buttered Garlic Tilapia						
	1 Serving cup of plain Rice						
	1 pc of Orange (medium size)						
	1 glass cold Iced Tea w/ Lemon						
pax	PM Snacks	102	100.00	₱10,200.00			
	1 Serving of Maja Blanca w/ Cheese Toppings						
	1 can Chilled Orange Juice (220ml)						
	Day 3						
pax	AM Snacks	102	100.00	₱10,200.00			
	1 Serving Pancit Palabok						
	1 pc Empanada (regular size)						
	1 can Chilled Pineapple Juice (220ml)						
pax	LUNCH	102	400.00	₱40,800.00			
	1 Serving Egg Drop Soup						
	1 Serving Beefsteak w/ Onion Rings						
	1 Serving Chicken Babegue						
	1 Serving Kangkong & Tofu in Oyster Sauce						
	1 Serving cup of plain Rice						
	1 pc of Apple (medium size)						
	1 glass of cold Fruit Juice (cucumber)						
pax	PM Snacks	102	100.00	₱10,200.00			
	1 Fresh Lumpia w/ Peanut Sauce						
	1 can Chilled Pineapple Juice (220ml)						



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MINERVA A. MUÑOZ

Inclusions:

1. Free supply of purified drinking water with disposable plastic cups
2. Free supply of coffee, creamer and sugar with styro cups
3. Free supply of boiled peanuts, asst. candies
4. The caterer is in charge of serving and dishing out during the training
5. Managed buffet style
6. Buffer for 10 pax (division/regional monitoring team)
7. Tarpaulin with layout (6ft x 5ft)

Total ABC: Php 183,600.00

PURPOSE: PROCUREMENT OF CATERING SERVICES, MEALS AND SNACKS, INCLUSIVE OF TARPAULIN FOR THE CONDUCT OF DIVISION UPSKILLING AND RESKILLING OF TEACHERS ON INCLUSIVE EDUCATION

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