



Republic of the Philippines  
Department of Education  
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 20250710-002; RFQ#062

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

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 **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	
	<b>Day 1</b>						
pax	<b>AM Snacks</b>	88	100.00	₱8,800.00			
	1 Serving Special Pancit Bihon						
	5 pcs Puto with Cheese						
	1 can Pineapple Juice (220ml)						
pax	<b>Lunch</b>	88	400.00	₱35,200.00			
	1 serving Beefsteak with Onion Rings						
	1 serving Pinakbet Ilokano with pork liempo slices						
	1 Half Fried Boneless Bangus (medium size)						
	1 serving Crab and Corn Soup						
	1 cup of Steamed Rice						
	1 serving Fruit Salad						
	1 bottle of cold Purified Water (330 ml)						
	<b>Day 2</b>						
pax	<b>AM Snacks</b>	112	100.00	₱11,200.00			
	1 serving Baked Cheesy Macaroni						
	2 pcs Pork Empanada						
	1 can Pineapple Juice (220ml)						
pax	<b>Lunch</b>	112	400.00	₱44,800.00			
	1 serving Beef Kare Kare with Vegetables						
	1 serving Pork Afritada						
	1 serving Chopsuey with Quail Eggs						
	1 serving Cream of Potato Soup						
	1 cup of Steamed Rice						
	1 serving Buko Salad						
	1 bottle of cold Purified Water (330 ml)						
	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. Buffer for 10 pax (division/regional monitoring team). 5. The caterer is in charge of serving and dishing out during the training 6. Managed buffet style 7. Tarapaulin with layout (6ft x 5ft)						
		<b>Total ABC: Php 100,000.00</b>					

PURPOSE: PROCUREMENT OF CATERING SERVICES, MEALS AND SNACKS, INCLUSIVE OF TARPULIN FOR THE CONDUCT OF DIVISION ORIENTATION ON RA 11106 "FILIPINO SIGN LANGUAGE ACT"

Canvassed By

Signature of Dealer



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