



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 20250721-001; RFQ#070

Date: July 21, 2025
Fund Code: ROI-25-0900
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 28, 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	88	100.00	P8,800.00			
pax	AM Snacks						
	1 serving of Special Pancit Bihon						
	3 pcs Puto with Chesse Toppings						
	1 can Pineapple Juice (220ml)						
pax	Lunch	88	400.00	P35,200.00			
	1 serving Potato Soup						
	1 serving Pork Adobo						
	1 serving Crispy Shrimps (2 pcs, large size)						
	1 serving Pakbet Tagalog with Lechon Kawali						
	1 cup Steamed Rice						
	1 bottle of Purified Water (chilled, 330 ml)						
	1 pc. Banana (medium size lakatan)						
pax	PM Snacks	88	100.00	P8,800.00			
	1 pc Cheese Ensaymada						
	1 can Pineapple Juice (220ml)						
pax	Day 2						
	AM Snacks						
	1 serving of Lomi with Hard-Boiled Egg	88	100.00	P8,800.00			
	1 can Four Seasons Juice (chilled, 220 ml)						
	Inclusions: 1. Free supply of purified drinking water with disposable plastic cups 2. Free supply of coffee/tea, creamer, sugar and choco with styro cups 3. Free supply of boiled peanutes, asst. candies 4. The caterer is in charge of serving and dishing out during the training 5. Managed buffet style 6. Buffer of 10 pax for the division/regional monitoring team 7. Tarpaulin with layout (6ft x 5ft)						
		Total ABC: Php 61,600.00					

PURPOSE: PROCUREMENT OF CATERING SERVICES, MEALS AND SNACKS, INCLUSIVE OF TARPAULIN FOR THE CONDUCT OF ORIENTATION OF SCHOOL ALTERNATIVE DELIVERY MODE (ADM) FOCAL PERSONS ON DROP-OUT REDUCTION PROGRAM (DORP)

Canvassed By

Signature of Dealer



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