



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 202507016-001; RFQ#051-A

Date: July 16, 2025
Fund Code: ROI-25-0051
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 21, 2025, 1:00 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: Meals with Venue and Accommodation (live-in)

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 0						
pax	PM Snacks	65	100	₱6,500.00			
	1 serving Filipino Style Cheesy Spaghetti w/ Meatballs						
	1 can chilled Pineapple Juice (220ml)						
pax	Dinner	65	400	₱26,000.00			
	1 serving cream Asparagus Soup -						
	1 serving Pan-Fried Pork Steak -						
	1 pc. Chicken Inasal (medium size) -						
	1 serving sauteed Mixed Vegetables -						
	1 serving glass of house Blend Iced Tea						
	1 serving cooked Rice, 1 cup						
	1 pc. Apple (medium size)						
	With Accommodation of Atmost 4 pax per room	65	800	₱52,000.00			
	With Training Venue						
	Day 1						
	Breakfast	65	200	₱13,000.00			
	1 pc. Apple (medium size)						
	1 serving Beef Tapa Strips						
	1 serving Scrambled Egg with Onions						
	1 pc. "Tinapa" (galunggong) with Kamatis						
	1 cup Garlic Rice						
	Overflowing Brewed Coffee with Sugar and Cream						
	AM Snacks	65	100	₱6,500.00			
	1 whole Egg sandwich						
	1 can chilled Four Session (220ml)						
	Lunch	65	400	₱26,000.00			
	1 serving Mushroom Soup						
	1 serving Pork Adobo						
	1 serving Beef Teriyaki						
	1 Serving of Chopsuey w/ Quail Eggs						
	1 cup Steamed Rice						
	1 serving glass of Melon Juice						
	1 serving banana Fritters with Caramel Sause						
	PM Snacks	65	100	₱6,500.00			
	1 serving Bilo-Bilo						
	1 can chilled Pineapple Juice (220ml)						
	Dinner	65	400	₱26,000.00			
	1 serving Cream or Corn Soup						
	1 serving Braised Beef						
	1 serving Chicken Cordon Bleu						
	1 serving Stir-Fried Sprouted Mongo with Tokwa						
	1 serving cooked Rice, 1 cup						
	1 piece Orange (medium size)						
	1 serving glass of Watermelon Juice						
	With Accommodation of Atmost 4 pax per room	65	800	₱52,000.00			
	With Training Venue						
	Day 2						
	Breakfast	65	200	₱13,000.00			



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1 pc. Lakatan (medium size)					
2 pcs. Spicy/Sweetened Longganisa					
2 slices. Meatloaf					
1 pc. Sunny-Side Up Egg					
1 serving Tomato & Onion slice					
1 cup Fried Rice					
Overflowing brewed coffee with sugar and cream					
AM Snacks	65	100	₱6,500.00		
1 serving Tuna Pasta with 1 whole Toasted Bread					
1 can chilled Mango juice (220ml)					
Lunch	65	400	₱26,000.00		
1 serving Potato Soup					
1 serving Pininyahang Manok					
1 serving Bistek na Bangus					
1 serving of Beef Consomme					
1 cup steamed Rice					
1 serving Glass of Cucumber Juice					
1 small cup Buko Pandan					
PM Snacks	65	100	₱6,500.00		
1 serving Pancit Bihon Guisado					
1 pc. Pork Empanada					
1 Glass of cold Cucumber Juice					
Dinner	65	400	₱26,000.00		
1 serving Egg Drop Soup					
1 serving Beefsteak					
1 serving Roasted Pork with Mashed Potato					
1 serving Sauteed Chayote-beans					
1 serving Cooked rice, 1 cup					
1 pc Banana Lakatan					
1 can chilled Pineapple Juice (220ml)					
With Accommodation of Almost 4 pax per room	65	800	₱52,000.00		
With Training Venue					
DAY 3					
Breakfast	65	200	₱13,000.00		
1pc. Ponkan (medium size)					
1 serving Corned Beef Hash					
1pc. Hard-Boiled Egg					
1 serving Tomato & Onion slice					
1 serving Toasted Danggit					
1 cup of steamed/fried rice					
Overflowing brewed coffee with sugar and cream					
AM Snacks	65	100	₱6,500.00		
1 Pancit Canton w/ 5 pc Puto					
1 can chilled Orange Juice (220ml)					
Lunch	65	400	₱26,000.00		
1 serving Potato Soup					
1 serving classic Chicken Adobo					
1 serving Fish Escabeche					
1 serving Pakbet Tagalog with Lechon Kawali					
1 cup Steamed Rice					
1 serving glass of Lemon Juice					
1 pc. Banana (medium size lakatan)					
SUB-TOTAL					
Day 0	65	1300	₱84,500.00		
Day 1	65	2,000.00	₱130,000.00		



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	Day 2	65	2,000.00	₱130,000.00			
	Day 3	65	700	₱45,500.00			
Notes: 1. The supplier shall prepare two (2) beds (for sharing) which can accommodate four (4) persons per room. (for day 0 to day 2); 2. Training venue should be accessible. 3. The supplier is expected to cater the meals and snacks in the training venue; 4. Two choices of rice (steamed rice/garlic rice) 5. Snacks and Meals shall be served on time (Breakfast 6:00 AM, AM Snacks- 9:00 AM, Lunch-10:30 AM, PM Snacks- 2 PM, Dinner 6:30 PM and be served hot particularly the viands and rice) 6. The caterer shall provide water station in the training venue; 7. Food handlers and kitchen staff should have medical certificate; 8. The caterer/supplier shall provide the Tarpaulin Backdrops with Layout (5 x 4 ft) (2 pcs). 9. Unkeeping of the training venue including the disposal of garbage; 10. The training venue shall accommodate 65 training participants. Other Inclusions: *Free flowing coffee/tea (until 10:00 PM) with creamer and sugar, and purified water; *Presentable table set-up with dinnerware, flatwares; *Tables and chairs are covered with clean and presentable linens; *Dishes at the buffet tables are properly labeled; *Courteous, neat, and well-groomed food service crew and waiters; and *Inclusion of buffer for 5 -10 pax per meal; *Wifi Connection, Microphones, Podiums, and Sound System.							
				Total ABC: Php 390,000.00			

PURPOSE: PROCUREMENT OF MEALS AND SNACKS INCLUSIVE OF TARPULIN, VENUE AND ACCOMMODATION (LIVE-IN) FOR THE CONDUCT OF CLUSTER ADM CONVERGENCE AMONG SOUTHWESTERN SDO OF REGION I (REBID)

Canvassed By

Signature of Dealer



Address: Roxas Blvd., San Carlos City, Pangasinan, Philippines,
Telephone No. 075-523 4527
Website: <https://sdosancarloscity1.com>
Email Address: sancarlos.city1@deped.gov.ph