



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 20250815-002; RFQ#079

Date: August 15, 2025
Fund Code: ROI-25-0780
MOP: Small Value Procurement
Contact No.: 9171085422
Contact Person: RYAN JOSEPH C. ACOSTA

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 **August 22, 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.

RYAN JOSEPH C. ACOSTA
BUYER/END-USER

GENERAL NAME OF THE ITEMS:

Meals/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	
pax	AM SNACKS	90	P100.00	P9,000.00			
	1 serving Fresh Lumpia with Vinaigrette						
	1 glass Chilled Melon Juice						
pax	LUNCH	90	P400.00	P36,000.00			
	1 serving Egg Drop Soup						
	1 serving Bicol Express						
	1 serving Steamed Pampano						
	1 serving Roasted Chicken						
	1 serving Kangkong and Tofu in Oyster Sauce						
	1 serving Steamed Rice						
	1 bottled Purified Water (330 ml)						
pax	PM SNACKS	90	P100.00	P9,000.00			
	1 serving Pancit Sotanghon with Puto						
	1 glass Chilled Apple Juice						
Notes: 1. The supplier is expected to cater the meals and snacks in the training venue; 2. Snacks and meals shall be ready (AM Snacks - 9:00 AM; Lunch - 11:00 AM; PM Snacks - 2:00 PM), and be served hot particularly the viands and rice; 3. The caterer shall provide water station in the training venue; 4. Food handlers and kitchen staff should have medical certificate; 5. The caterer/supplier shall provide the tarpaulin backdrops with layout (5 x 6 ft; 2 pcs); and 6. Upkeeping of the training venue including the disposal of garbage shall be taken care of by the supplier. Other Inclusions: Reserved supply of rice for additional servings when needed (for unexpected guests/monitoring team); Free flowing coffee/tea with creamer and sugar, and purified water; Presentable table set-up with dinnerwares and flatwares; Tables and chairs are covered with clean and beautiful linens; Dishes at the buffet tables are properly labeled; Courteous, neat and well-groomed food service crew and waiters; and Buffer for five (5) pax per meal.							
				Total ABC: Php 54,000.00			

PURPOSE: PROCUREMENT OF MEALS AND SNACKS FOR THE CONDUCT OF EMERGENCY RESPONSE TRAINING

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