



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 20250818-002; RFQ#083

Company/Business Name and Address

Date: August 18, 2025
Fund Code: OSEC-1-25-01783
MOP: Shopping
Contact No.: 9954049972
Contact Person: JOANNA MARIE M. MENOR

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 26, 2025, 10:00 AM** 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@depd.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.


JOANNA MARIE M. MENOR
BUYER/END-USER

GENERAL NAME OF THE ITEMS: Supplies

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	
pc	Acrylic Trophy (vertical format, 12 inches x 9 inches)	30	1,000.00	30,000.00			
pc	Acrylic Plaque (decorative, 6 inches x 8 inches)	13	800.00	10,400.00			
pc	Frame (PVC with matting, 8 x 10 inches)	100	126.00	12,600.00			
	(Please see attached for the design of trophies and plaques)			-			
				Total ABC: Php 53,000.00			

PURPOSE: PROCUREMENT OF SUPPLIES FOR BRIGADA ESKWELA 2025 RECOGNITION AND APPRECIATION PROGRAM

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@depd.gov.ph

Acrylic Trophy (vertical format, 12 inches x 9 inches)



Acrylic Plaque (decorative, 6 inches x 8 inches)

