



Republic of the Philippines  
Department of Education  
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

## REQUEST FOR QUOTATION

Reference No: 20250901-001; RFQ#087

Company/Business Name and Address

Date: September 1, 2025  
Fund Code: ROI-25-1408  
MOP: Small Value Procurement  
Contact No.: 9420412267  
Contact Person: MADELINE S. SUAREZ

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 **September 8, 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.

  
**MADELINE S. SUAREZ**  
BUYER/END-USER

GENERAL NAME OF THE ITEMS: Meals

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>	120	100	<b>P12,000.00</b>			
	1 serving Pancit Palabok						
	1 pc Pork Empanada (regular size)						
	1 can Chilled Pineapple Juice (220 ml)						
pax	<b>LUNCH</b>	120	400	<b>P48,000.00</b>			
	1 Serving Asparagus Soup						
	1 Serving Chicken Inasal						
	1 Serving Beef Kare-Kare with Vegetables						
	1 Serving Fried Tilapia						
	1 cup of Plain Rice						
	1 Piece Orange (Medium size)						
	1 bottled water (330ml)						
pax	<b>PM SNACKS</b>	120	100	<b>P12,000.00</b>			
	1 pc Siopao Asado						
	1 can Chilled Four Seasons Juice (220ml)						
	<b>DAY 2</b>						
pax	<b>AM SNACKS</b>	120	100	<b>P12,000.00</b>			
	1 Serving Parmesan Garlic Spaghetti						
	1 can Chilled Pineapple Juice (220 ml)						
pax	<b>LUNCH</b>	120	400	<b>P48,000.00</b>			
	1 Serving Potato Soup						
	1 Serving Fried Chicken (regular size)						
	1 Serving Pork Adobo						
	1 Serving Sinigang na Bangus						
	1 Serving Buttered Vegetables						
	1 Serving Almond Jelly with Lychee						
	1 bottled water (330ml)						
pax	<b>PM SNACKS</b>	120	100	<b>P12,000.00</b>			
	1 pc Cheesy Ensaymada						
	1 can chilled Mango Juice (220ml)						
	<b>DAY 3</b>						
pax	<b>AM SNACKS</b>	120	100	<b>P12,000.00</b>			
	1 Serving Baked Cheesy Macaroni with 2 slices of Garlic Bread						
	1 can Chilled Four Seasons Juice (220ml)						
pax	<b>LUNCH</b>	120	400	<b>P48,000.00</b>			
	1 Serving Egg Drop Soup						
	1 Serving Beefsteak with Onion Rings						
	1 Serving Fried Boneless Bangus (Regular Size)						
	1 Serving Pakbet						
	1 Serving of Lechon Manok						
	1 cup of Plain Rice						
	1 pc Banana (Lakatan, regular size)						
	1 bottled water (330ml)						
pax	<b>PM SNACKS</b>	120	100	<b>P12,000.00</b>			





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MADELINE S. SUAREZ

	1 Serving Fresh Lumpia					
	1 can chilled Mango Juice (220ml)					
	<b>DAY 4</b>					
<b>pax</b>	<b>AM SNACKS</b>	120	100	<b>P12,000.00</b>		
	1 Serving Pansit Canton with 5 pcs Puto					
	1 can Chilled Four Seasons Juice (220ml)					
<b>pax</b>	<b>LUNCH</b>	120	400	<b>P48,000.00</b>		
	1 Serving Crabmeat Soup					
	1 Serving Sweet and Sour Fish Fillet					
	1 Serving Beef Broccoli					
	2 pcs Spring Roll					
	1 Serving Chopsuey					
	1 cup of Plain Rice					
	1 Serving Buko Pandan					
	1 bottled water (330ml)					
<b>pax</b>	<b>PM SNACKS</b>	120	100	<b>P12,000.00</b>		
	1 Serving of Club House Sandwich					
	1 can chilled Mango Juice (220ml)					

**Inclusions:**

1. The caterer is expected to cater the meals and snacks in the training venue.
2. Meals shall be ready not later than AM Snacks - 9:30 A.M, Lunch - 11:30 A.M, PM Snacks- 3:00 P.M.
3. The caterer shall provide two (2) water station in the training venue.
4. The caterer shall provide updated sanitary permits issued by the City or Municipal Health Office
5. Food handlers/servers and kitchen staff should have health certificates indicating fitness to deliver the required service.
6. The caterer/supplier shall provide one (1) Tarpaulin Backdrop with Layout (5x6 ft) in the training venue.
7. The caterer is expected to set up the tables and chairs in the training venue.
8. The caterer is in-charge of serving and dishing out during the training.
9. The caterer shall provide three (3) pax buffer in the training venue.
10. Free supply of coffee, creamer, sugar, with styro cups, boiled/roasted peanuts and candies.
11. Seven (7) baskets of fruits as tokens for learning facilitators.

**Total ABC: Php 288,000.00**

**PURPOSE: PROCUREMENT OF CATERING SERVICES, MEALS AND SNACKS FOR THE CONDUCT OF THE CAPACITY BUILDING FOR CAREER GUIDANCE ADVOCATES ON THE IMPLEMENTATION OF CAREER GUIDANCE PROGRAM**

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