



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 20250908-003; RFQ#091

Date:

September 8, 2025

Fund Code:

ROI-25-0259

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 **September 15, 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: Meals with Venue and Accommodation

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	30	100	₱3,000.00			
	1 Hamburger Sandwich with Tomato, lettuce and cheese						
	1 can chilled Pineapple Juice (220ml)						
pax	Dinner	30	400	₱12,000.00			
	1 serving Molo Soup						
	1 pc. Pork Chop Barbeque						
	1 serving Chicken Ala King						
	1 serving ground Beef Broccoli						
	1 glass of house Blend Iced Tea						
	1 cup Fried/Plain Rice						
	1 slice Graham-Mango Cake						
	With Accommodation of At most 4 pax per room	30	800	₱24,000.00			
	With Training Venue						
	Day 1						
pax	Breakfast	30	200	₱6,000.00			
	1 pc. Ponkan (medium size)						
	1 serving Beef Tapa						
	1 serving Scrambled Egg with Onions						
	3 pcs. fried Squid						
	1 cup Fried/Plain Rice						
	Overflowing Brewed Coffee with Sugar and Cream						
pax	AM Snacks	30	100	₱3,000.00			
	2 pcs Suman sa Ibos with Cocojam (regular size)						
	1 cup hot Choco (native Cocoa)						
pax	Lunch	30	400	₱12,000.00			
	1 serving Chesse & Corn Chowder						
	1 serving Lechon Kawali						
	1 serving Escabeche Tilapia (medium size)						
	1 Serving of Pinakbet Ilokano with Bagnet						
	1 cup Steamed Rice						
	1 glass of Melon Juice (cold)						
pax	PM Snacks	30	100	₱3,000.00			
	1 serving of Baked Cheese Macaroni						
	1 can chilled Four Seasons (220ml)						
pax	Dinner	30	400	₱12,000.00			
	1 serving Potato Soup						
	1 serving Chicken Sinanglaw						
	1 serving Rellenong Bangus						
	1 serving Sauted Carrots and Sayote with Ground Beef						
	1 cup Steamed Rice						
	1 pc Lakatan (medium size)						
	1 glass of Watermelon Juice (cold)						
	With Accommodation of At most 4 pax per room	30	800	₱24,000.00			
	With Training Venue						
	Day 2						
pax	Breakfast	30	200	₱6,000.00			



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	1 pc. Apple (medium size)				
	1 serving Fried Boneless Bangus (medium size)				
	2 slices Meatloaf				
	1 serving Sunny-Side Up Egg				
	1 serving nilagang Kamote Tops and Okra with slice Tomato and Onion				
	1 cup Frie/ Plain Rice				
	Overflowing brewed coffee with sugar and cream				
pax	AM Snacks	30	100	P3,000.00	
	1 serving Cheesy Spaghetti with Meatballs				
	1 can chilled Mango juice (220ml)				
pax	Lunch	30	400	P12,000.00	
	1 serving Fried Chicken				
	1 serving serving ginataang Bulanglang				
	1 serving of nilagang Baka				
	1 cup steamed Rice				
	1 glass of Cucumber Juice (cold)				
	1 serving of Ceasar Salad				
pax	PM Snacks	30	100	P3,000.00	
	1 slice Cassava Cake				
	1 can chilled Orange Juice (220ml)				
pax	Dinner	30	400	P12,000.00	
	1 serving Egg Drop Soup				
	1 serving Pork Adobo				
	1 serving Spanish Style Bangus				
	1 serving Gising- gising				
	1 cup Steamed Rice				
	1 pc Banana Lakatan (regular size)				
	1 glass of Lemon Juice (cold)				
	With Accommodation of At most 4 pax per room	30	800	P24,000.00	
	With Training Venue				
	DAY 3				
pax	Breakfast	30	200	P6,000.00	
	1pc. Ponkan (medium size)				
	1 serving Corned Beef Hash				
	1pc.Hard-Boiled Egg				
	1 serving sauted Ampalaya with Egg				
	4 pcs fried Danggit				
	1 cup of steamed/fried rice				
	Overflowing brewed coffee with sugar and cream				
pax	AM Snacks	30	100	P3,000.00	
	1 Pancit Canton w/ 5 pc Puto				
	1 can chilled Orange Juice (220ml)				
pax	Lunch	30	400	P12,000.00	
	1 serving Potato Soup				
	1 serving Beef Kaldereta				
	1 serving Chicken Inasal (regular size)				
	3 pcs Squid Calamares				
	1 cup Steamed Rice				
	1 glass of Buko Juice (cold)				
	1 serving Fruit Salad				
	SUB-TOTAL				
	Day 0	30	1300.00	P39,000.00	
	Day 1	30	2,000.00	P60,000.00	
	Day 2	30	2,000.00	P60,000.00	
	Day 3	30	700.00	P21,000.00	



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Other Requirements:

1. Training venue should be accessible and can accommodate thirty (30) training participants.
2. The supplier shall prepare two (2) beds (for sharing) which can accommodate four (4) persons per room (for day 0 to day 2).
3. Meals shall be ready not later than 6 AM for breakfast, 9:30 AM for AM Snacks, 11:30 AM for Lunch, 3:00 PM for PM snacks, and 6 PM for Dinner.
4. Two (2) choices of rice, that is, steamed rice and fried rice every breakfast.
5. The supplier shall provide 1 water station in the training venue.
6. The supplier shall provide updated sanitary permits issued by the city or municipal health office.
7. Food handlers/servers and kitchen staff should have health/medical certificates indicating fitness to deliver the required service.
8. The caterer should provide food samples for evaluation and acceptability test during the opening of bids. However, if the prospective supplier fails to provide food samples, the same shall be provided during post-qualification.
9. The supplier shall provide two (2) Tarpaulin Backdrops with Layout (5 x 6 ft) in the training venue.
10. The supplier is expected to set up the tables and chairs in the training venue.
11. The supplier is responsible for the upkeeping of the training venue.
12. Free flowing coffee/tea until 10 pm with creamer, sugar, and purified water.
13. The supplier should ensure the availability of wifi connection, microphones, sound system, podium, projector and screen projector with stand.

Total ABC: Php 180,000.00

PURPOSE: PROCUREMENT OF MEALS AND SNACKS INCLUSIVE OF TARPULIN, VENUE AND ACCOMMODATION FOR THE ORIENTATION WORKSHOP OF CORE TRAINERS ON SNED

Canvassed By

Signature of Dealer



Address: Roxas Blvd., San Carlos City, Pangasinan, Philippines,
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Website: <https://sdosancarloscityr1.com>
Email Address: sancarlos.city1@depd.gov.ph