



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

Reference No. 20250924-003

Date: September 24, 2025

Request for Quotation No.:2025-103

REQUEST FOR QUOTATION INVITATION

Title of the Project: DC03-PROCUREMENT AND DELIVERY OF SUPPLEMENTARY LEARNING RESOURCES FOR THE SCHOOL LIBRARIES OF MAGTAKING ES AND SEPNAS

Approved Budget: **Php3,198.00**

Specifications:

Unit	Item Description	Quantity
pc	Pictorial World Atlas	1
set	The Encyclopedia of Human Body Box Set (7 titles) (Amazing body parts, The Circulatory & respiratory systems, The Nervous, Endocrine & Immune Systems, The Reproductive System, Sensible Senses, & The Skeletal & Muscular System)	1
	Please see Approved Technical Specifications hereto attached	

The Schools Division Office of San Carlos City, Pangasinan, hereinafter referred to as the procuring entity, through its Bids and Awards Committee (BAC), now invites qualified suppliers/bidders to quote your lowest price inclusive of VAT on the above-mentioned project, subject to the Terms and Condition stated in the Request for Quotation (RFQ). **Duly signed and sealed envelopes** compliant with the requirements mentioned in the RFQ may be submitted at the Division Office not later than **October 2, 2025, 10:00 A.M.**

Prospective bidders shall accomplish and submit the duly signed Annex "A" Price Quotation Form not later than 10:00 AM of October 2, 2025 to 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 at the BAC Secretariat Office, 2nd Floor Division Office Building, Roxas Blvd., San Carlos City.

Service Provider / Supplier is also required to submit the following documents:

1. Mayor's/Business Permit,
2. PhilGEPS Registration Number Certificate,
3. Certificate of Registration (BIR Form 2303),




Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

4. Warranty Security for the items (IRR of RA 9184 Section 54.5 and Section 62),
5. Notarized Sworn Statement (revised) for ABC more than Php50,000.00.

The SDO-SCC reserves the right to accept or reject any or all bids, waive any defect or informality therein, and award the contract to the advantageous offer in terms of the service for and in behalf of the project.


DOMINGO L. LAUD, EdD, CESE
Assistant Schools Division Superintendent
Chairman, Bids and Awards Committee



Republic of the Philippines
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SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

Annex "A"

Date: _____
The Bids and Awards Committee
Schools Division Office
Roxas Blvd., San Carlos City
Pangasinan 2420

Sir/Madam:

1. After having carefully read and accepted the terms and conditions in the Request for Quotation hereunder are our financial proposal as service provider/supplier for the procurement project DC03-PROCUREMENT AND DELIVERY OF SUPPLEMENTARY LEARNING RESOURCES FOR THE SCHOOL LIBRARIES OF MAGTAKING ES AND SEPNAS.

Unit	Requested Items to be Purchased/Service	Quantity	Total Price
pc	Pictorial World Atlas	1	
set	The Encyclopedia of Human Body Box Set (7 titles) (Amazing body parts, The Circulatory & respiratory systems, The Nervous, Endocrine & Immune Systems, The Reproductive System, Sensible Senses, & The Skeletal & Muscular System)	1	
	Please see Approved Technical Specifications hereto attached		

AMOUNT IN WORDS:

Note: The above quoted prices are VAT inclusive.

2. We undertake, if our Quotation or bid is accepted, to deliver the above items/services on the scheduled dates.
3. The above-quoted price is inclusive of all costs and applicable taxes.
4. We submit herewith the warranty security needed for the items/services

Company name : _____
Address : _____
Office Tel. No. & Mobile No. : _____
Email Address : _____
AUTHORIZED REPRESENTATIVE : _____
Signature : _____
Date: : _____



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SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY, PANGASINAN

REQUEST FOR QUOTATION

Reference No: 20250924-003; RFQ#103

Date: September 24, 2025
Fund Code: ROI-25-0470
MOP: Direct Contracting
Contact No.: 9257430339 109469961125
Contact Person: ROLDAN B. EDEN

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 **October 2, 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. Warranty Security for the items (IRR of RA 9184 Section 54.5 and Section 62),
5. 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.

ROLDAN B. EDEN
BUYER/END-USER

GENERAL NAME OF THE ITEMS:

Books

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	Pictorial World Atlas	1	P749.75	P749.75			
set	The Encyclopedia of Human Body Box Set (7 titles) (Amazing body parts, The Circulatory & respiratory systems, The Nervous, Endocrine & Immune Systems, The Reproductive System, Sensible Senses, & The Skeletal & Muscular System)	1	P2,448.25	P2,448.25			
	Please see Approved Technical Specifications hereto attached						
Total ABC: Php 3,198.00							

PURPOSE: DC03-PROCUREMENT AND DELIVERY OF SUPPLEMENTARY LEARNING RESOURCES FOR THE SCHOOL LIBRARIES OF MAGTAKING ES AND SEPNAS

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



Republic of the Philippines
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SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

TECHNICAL SPECIFICATIONS

Title:

Procurement and Delivery of Supplementary Learning Resources for the School Libraries of Magtaking ES and SEPNAS

Approved Budget of Contract: ₱ 730,006.82

Source of Fund: SARO No. ROI-25-0470

Completion Period: 30 Calendar Days

Project Description / Specifications	Contract Duration	ABC (Php)
DC03-Procurement and Delivery of Supplementary Learning Resources for the School Libraries of Magtaking ES and SEPNAS	30 calendar days	₱ 3,198.00

PAPER AND BINDING

See attached **Priority List of SLRs Specifications**

DELIVERY AND INSPECTION:

The identified supplier 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 at records.sccp@deped.gov.ph.

The additional guidelines on the procedures of Inspection and Delivery are detailed as follows:

1. Upon receipt of the Notice of Delivery by the Records Office, the communication will be routed to the Supply Office and the latter will immediately forward it to the Schools Division Superintendent. The Supply Office will also inform the Division Inspectorate Team, and End-User/Proponent of the project of the said delivery through an Inspection Order signed by the Head of the Agency or the Administrative Officer, if authorized, with the attached **Priority List of SLRs Specifications**.
2. On the day of the delivery, the Division Inspectorate Team, and End-User of the project shall inspect the delivery of goods in the Division Office. After which, the identified supplier shall deliver the LR materials to the recipient schools based on the distribution list.
3. The Inspection and Acceptance Report shall be signed by the members of the Division Inspectorate Team in accordance with the Technical Specifications of the project.
4. The signed Delivery Receipt shall be prepared and submitted by the supplier.
5. The Inventory Custodian Slip (ICS) shall be prepared by the Division Supply Officer.



Address: Roxas Blvd., San Carlos City, Pangasinan, Philippines, 2420
Telephone No. 075-523 4527
Website: <https://sdosancarloscityr1.com>
Email Address: sancarlos.city1@deped.gov.ph

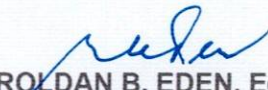


Republic of the Philippines
Department of Education
Region I

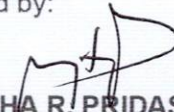
SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

*Note: The Delivery Receipt must be registered to the BIR (Bureau of Internal Revenue)

Prepared by:


ROLDAN B. EDEN, EdD
EPS, CID-LRMS
End-User

Noted by:


EDITHA R. PRIDAS, PhD
Chief, CID
Project Owner



Address: Roxas Blvd., San Carlos City, Pangasinan, Philippines, 2420
Telephone No. 075-523 4527
Website: <https://sdosancarloscityr1.com>
Email Address: sancarlos.city1@depd.gov.ph

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