

Republic of the Philippines Department of Education Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

Reference No. 20250924-005

Date: September 24, 2025

Request for Quotation No.:2025-105

REQUEST FOR QUOTATION INVITATION

Title of the Project: DC05-PROCUREMENT AND DELIVERY OF SUPPLEMENTARY LEARNING RESOURCES FOR THE SCHOOL LIBRARIES OF MAGTAKING ES AND SEPNAS

Approved Budget:

Php13,180.00

Specifications:

Unit	Item Description	Quantity
рс	Disaster and Mental Health	2
рс	Essential Mathematics in the Modern World	3
рс	Ethics	2
рс	Fundamentals of Ethics	3
рс	Mathematics in the Modern World	3
рс	Purposive Communication in the 21st Century	3
рс	Readings in Philippine History	3
рс	The Contemporary World	2
рс	Understanding the Self	3
	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









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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),
- 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









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Annex "A"

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

Sir/Madam:

 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 DC05-PROCUREMENT AND DELIVERY OF SUPPLEMENTARY LEARNING RESOURCES FOR THE SCHOOL LIBRARIES OF MAGTAKING ES AND SEPNAS.

Unit	Requested Items to be Purchased/Serviced	Quantity	Total Price
рс	Disaster and Mental Health	2	
рс	Essential Mathematics in the Modern World	3	
рс	Ethics	2	
рс	Fundamentals of Ethics	3	
рс	Mathematics in the Modern World	3	
рс	Purposive Communication in the 21st Century	3	
рс	Readings in Philippine History	3	
рс	The Contemporary World	2	
рс	Understanding the Self	3	
	Please see Approved Technical Specifications hereto attached		£125

JOMA	INT	IN	WOI	RDS:

Note: The above quoted prices are VAT inclusive.









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- 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.	1	
Email Address	:	
AUTHORIZED REPRESENTATIVE	:	
Signature	:	
Date:	:	









Republic of the Philippines

Department of Education

Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 20250924-005; RFQ#105

Date: September 24, 2025
Fund Code: ROI-25-0470
MOP: Direct Contracting
Company/Business Name and Address
Contact No.: 9257430339/094699&112 F
Contact Person: ROLDAN B. EDEN

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:

- 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.

GENERAL NAME OF THE ITEMS:

Books

ROLDAN B. EDEN BUYER/END-USER

Unit	Article	Quantity	Estimated Approved Unit	Estimated Approved	Quotation	EVALUATION (Leave this space blank. For BAC/Evaluators only	
Oiiit	Article	Quantity	Cost	Total Cost	Price per unit Total Quotation		
рс	Disaster and Mental Health	2	P 395.00	P790.00			
рс	Essential Mathematics in the Modern World	3	P595.00	P1,785.00			
pc	Ethics	2	P495.00	P990.00			
рс	Fundamentals of Ethics	3	P395.00	P1,185.00			
рс	Mathematics in the Modern World	3	P645.00	P1,935.00			
рс	Purposive Communication in the 21st Century	3	P645.00	P1,935.00			
рс	Readings in Philippine History	3	P595.00	P1,785.00	or .		
pc	The Contemporary World	2	P495.00	P990.00			
рс	Understanding the Self	3	P595.00	P1,785.00			
	Please see Approved Technical Specifications hereto attached						
		То	tal ABC: Php	13,180.00			

PURPOSE: DC05-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, Philippine Telephone No. 075-523 4527

Website: https://sdosancarloscityr1.com Email Address: sancarlos.city1@deped.gov.ph



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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)
DC05-Procurement and Delivery of Supplementary	30	
Learning Resources for the School Libraries of	calendar	₱ 13,180.00
Magtaking ES and SEPNAS	days	

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:

- 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.
- 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.
- 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.









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

Prepared by:

ROLDAN B. EDEN, EdD

ZPS, CID-LRMS

End-User

Noted by:

EDITHA R! PRIDAS, PhD

Chief, CID Project Owner







PRIORITY LIST OF SUPPLEMENTARY LEARNING RESOURCES (SLRs) SPECIFICATIONS

Instruction: Kindly fill out the necessary information needed and do not leave any portion blank. Write N/A in Items not applicable. Use the accomplished DepEd Scoping Tool and technical specifications data as reference. Enumerate all the titles of the book including all required details. Arrange the titles alphabetically and

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Understanding the Self	Learning Area References. The Contemporary World	Learning Area References Readings in Philippine History	Purposive Communication in the 21st Century	Learning Area References Mathematics in the Modern World	Fundamentals of Ethics	Ethics	Essential Mathematics in the Modern World	Learning Area References Disaster and Mental Health		Title								
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