

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

Reference No. 20250924-011

Date: September 24, 2025

Request for Quotation No.:2025-111

REQUEST FOR QUOTATION INVITATION

Title of the Project: DC11-PROCUREMENT AND DELIVERY OF SUPPLEMENTARY LEARNING RESOURCES FOR THE SCHOOL LIBRARIES OF MAGTAKING ES AND SEPNAS

Approved Budget:

Php38,250.00

Specifications:

Unit	Item Description	Quantity
рс	Contemporary Philippine Arts from the Regions	3
рс	Designing a research plan and navigating the research proce	3
рс	Math Unlocked Grade 1 (MATATAG)	4
рс	Math Unlocked Grade 2 (MATATAG)	4
рс	Math Unlocked Grade 3 (MATATAG)	4
рс	Math unlocked: General Mathematics	3
рс	Speak confidently: a guide to effective oral communications	3
рс	Statistics and Probability: a modern approach for the new generation	3
рс	Tuon-Dunong: Batayan at Sanayang Aklat sa Pinatatag na Filipino Grade 1 (MATATAG)	4
рс	Tuon-Dunong: Batayan at Sanayang Aklat sa Pinatatag na Filipino Grade 2 (MATATAG)	4
рс	Tuon-Dunong: Batayan at Sanayang Aklat sa Pinatatag na Filipino Grade 3 (MATATAG)	4
рс	Wastong Ugali Tamang Gawi Grade 1 (MATATAG)	4
рс	Wastong Ugali Tamang Gawi Grade 2 (MATATAG)	4
рс	Wastong Ugali Tamang Gawi Grade 3 (MATATAG)	4
	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.**









SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

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),
- 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









Region I

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:

 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 DC12-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	Contemporary Philippine Arts from the Regions	3	
рс	Designing a research plan and navigating the research proce	3	
рс	Math Unlocked Grade 1 (MATATAG)	4	
рс	Math Unlocked Grade 2 (MATATAG)	4	
рс	Math Unlocked Grade 3 (MATATAG)	4	
рс	Math unlocked: General Mathematics	3	
рс	Speak confidently: a guide to effective oral communications	3	20
рс	Statistics and Probability: a modern approach for the new generation	3	
рс	Tuon-Dunong: Batayan at Sanayang Aklat sa Pinatatag na Filipino Grade 1 (MATATAG)	4	
рс	Tuon-Dunong: Batayan at Sanayang Aklat sa Pinatatag na Filipino Grade 2 (MATATAG)	4	
рс	Tuon-Dunong: Batayan at Sanayang Aklat sa Pinatatag na Filipino Grade 3 (MATATAG)	4	
рс	Wastong Ugali Tamang Gawi Grade 1 (MATATAG)	4	4777
рс	Wastong Ugali Tamang Gawi Grade 2 (MATATAG)	4	
рс	Wastong Ugali Tamang Gawi Grade 3 (MATATAG)	4	

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Note: The above quoted prices are VAT inclusive.









Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

- 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	1
AUTHORIZED REPRESENTATIVE	:
Signature	:
Date:	:









Republic of the Philippines

Department of Education

Region I SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQU	EST	FOR	OUO	TA	TION
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Reference No: 20250924-011; RFQ#111

Date: September 24, 2025
Fund Code: ROI-25-0470
MOP: Direct Contracting
Company/Business Name and Address
Contact No.: 9257430339 1046946 11 25
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:

- 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.

GENERAL NAME OF THE ITEMS:

Books

ROLDAN B. EDEN BUYER/END-USER

Unit	Article	Quantity	Estimated Approved Unit	Estimated Approved	Quotation	of Supplier	EVALUATION (Leave this space blank.
Onit	Article	Quantity	Cost	Total Cost	Price per unit	Total Quotation	For BAC/Evaluators only
рс	Contemporary Philippine Arts from the Regions	3	P550.00	P1,650.00			
рс	Designing a research plan and navigating the research proce	3	P700.00	P2,100.00			
рс	Math Unlocked Grade 1 (MATATAG)	4	P680.00	P2,720.00			
рс	Math Unlocked Grade 2 (MATATAG)	4	P680.00	P2,720.00			
*рс	Math Unlocked Grade 3 (MATATAG)	4	P680.00	P2,720.00			
рс	Math unlocked: General Mathematics	3	P650.00	P1,950.00			*
рс	Speak confidently: a guide to effective oral communications	3	P680.00	P2,040.00			
pc	Statistics and Probability: a modern approach for the new generation	3	P 730.00	P2,190.00			
рс	Tuon-Dunong: Batayan at Sanayang Aklat sa Pinatatag na Filipino Grade 1 (MATATAG)	4	P980.00	P3,920.00			
рс	Tuon-Dunong: Batayan at Sanayang Aklat sa Pinatatag na Filipino Grade 2 (MATATAG)	4	P980.00	₱3,920.00			
рс	Tuon-Dunong: Batayan at Sanayang Aklat sa Pinatatag na Filipino Grade 3 (MATATAG)	4	P980.00	P3,920.00			
рс	Wastong Ugali Tamang Gawi Grade 1 (MATATAG)	4	P700.00	P2,800.00			
рс	Wastong Ugali Tamang Gawi Grade 2 (MATATAG)	4	P700.00	P2,800.00			
рс	Wastong Ugali Tamang Gawi Grade 3 (MATATAG)	4	P700.00	P2,800.00			
	Please see Approved Technical Specifications hereto attached			P38,250.00			
		То	tal ABC: Php	38,250.00			

PURPOSE: DC11-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



Region I

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)
DC11-Procurement and Delivery of Supplementary	30	
Learning Resources for the School Libraries of	calendar	₱ 38,250.00
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.
- 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.
- 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.







Region I

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

Prepared by:

EPS, CID-LRMS

End-User

Noted by:

Chief, CID

Project Owner





PRIORITY LIST OF SUPPLEMENTARY LEARNING RESOURCES (SLRs) SPECIFICATIONS

Instructions 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

Learning Area Reference	Learning Area Reference	Learning Area Reference	Learning Area Reference	Learning Area Reference	Learning Area Reference	Learning Area Reference	Learning Area Reference	Learning Area Reference	References, Fiction Books/Creative Works)	Type of SLR (General References, Learning Area		Library Hub		/ School	For:
Wastong Ugali Tamang Gawi Grade 3 (MATATAG)	Wastong Ugali Tamang Gawi Grade 2 (MATATAG)	Wastong Ugali Tamang Gawi Grade 1 (MATATAG)	Tuon-Dunong Batayan at Sanayang Aklat sa Pinatatag na Filipino Grade 3 (MATATAG)	Tuon-Dunong, Batayan at Sanayang Aklat sa Pinatatag na Filipino Grade 2	Tuon-Dunong: Batayan at Sanayang Aklat sa Pinatatag na Filipino Grade 1	Math Unlocked Grade 3 (MATATAG)	Math Unlocked Grade 2 (MATATAG)	Math Unlocked Grade 1 (MATATAG)		7					
Johnny and Hansel Publications		Johnny and Hansel Publications	Johnny and Hansel Publications	Johnny and Hansel Publications	Johnny and Hansel Publications	Johnny and Hansel Publications	Johnny and Hansel Publications	Johnny and Hansel Publications	Distributor	Publisher/					
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									REJECTED	(To be accomplished by the Division SLR Management Team)	REMARKS			1	

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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Fiction Books/Creative Works)		Distributor			Publication	F. 43		Type of Paper Used	Colors	Type of Paper Used	Colors			Book	Part of a Set/ Package			Stand-Alone ACCEPTED
Learning Area References	CONTEMPORARY PHILIPPINE ARTS FROM THE REGIONS	Johnny and Hansel Publications	Romero, Patricia Gabrielle I.	978-621-809- 8169	2021	8.25x10.75	126	Book paper 40	full color	full color dcote solid w/	Colored	perfect bound	₽550,00				,	,
Learning Area References	Learning Area References Designing a research plan and navigating the research process	Johnny and Hansel Publications	Ponsaran, John N.	978-621-502-022-	2025	8.25x10.75	144	Book paper 40	full color	full color dcate solid wl	Colored	perfect bound	₱700,00					
Learning Area References Math unlocked: General Mathematics	Math unlocked: General Mathematics	Johnny and Hansel Publications	Francisco, Jenalyn C.	978-621-809-819-	2022	8.25x10.75	164	Book paper 40	full color	full color dcote solid wl	Colored	perfect bound	P650.00					
Learning Area References	Speak confidently: a guide to effective oral communications	Johnny and Hansel Publications	Faigal-Mariano, Maria 978-621-809-816 Cecilia P. 0	978-621-809-816- 0	2025	8.25x10.75	80	Book paper 40	full color	full color deate solid wh	Colored	perfect bound	₱680.00					
Learning Area References	Statistics and Probability: a modern approach for the new generation	Johnny and Hansel Publications	Francisco, Jenalyn C.	978-621-809-818-	2025	8.25x10.75	240	Book 40	full color	full color dcote solid wi	Colored	perfect bound	#730.00				,	,