

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

Reference No. 20250924-016

Date: September 24, 2025

Request for Quotation No.:2025-116

REQUEST FOR QUOTATION INVITATION

Title of the Project: DC16-PROCUREMENT AND DELIVERY OF SUPPLEMENTARY LEARNING RESOURCES FOR THE SCHOOL LIBRARIES OF MAGTAKING ES AND SEPNAS

Approved Budget:

Php7,530.00

Specifications:

Unit	Item Description	Quantity
рс	Bata Bantayan (Isang Praymer sa Child Protection)	5
pc	Gabay ang Dulot sa Pagtataguyod ng Gender and Development	1
рс	Home & Road Safety	1
рс	Manatiling ligtas	1
рс	Praymer sa Drugs	1
рс	Usapang Kaisipan (Praymer sa Mental Health)	7
	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:









Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

- 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 DC16-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	Bata Bantayan (Isang Praymer sa Child Protection)	5	
рс	Gabay ang Dulot sa Pagtataguyod ng Gender and Development	1	
рс	Home & Road Safety	1	
рс	Manatiling ligtas	1	
рс	Praymer sa Drugs	1	42
рс	Usapang Kaisipan (Praymer sa Mental Health)	7	
	Please see Approved Technical Specifications hereto attached		

A 54	IOI	IRIT	TRI	BAR	OD	DC.
AM	w	JNT	TIM	VV	UK	DD:

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









Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

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









Region I SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

22 6 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	0 2122011	
Reference No: 20250924-016; RFQ#116	Date:	September 24, 2025
	Fund Code:	ROI-25-0470
	MOP:	Direct Contracting
Company/Business Name and Address	Contact No.:	9257430339/09469961125
	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	EVALUATION (Leave this space blank.	
Oilit	Aiticle	Article Quantity Approved Unit Cost Frice per unit Total Quotation of Supplier Price per unit Total Quota Price per unit Price per unit Total Quota Price per unit Price per uni	Total Quotation	For BAC/Evaluators only)			
pc	Bata Bantayan (Isang Praymer sa Child Protection)	5	P325.00	P1,625.00			
трс	Gabay ang Dulot sa Pagtataguyod ng Gender and Development	1	P345.00	P345.00			
рс	Home & Road Safety	1	P325,00	P325.00			
рс	Manatiling ligtas	1	P625.00	P625.00			
рс	Praymer sa Drugs	1	P585.00	P585.00			
рс	Usapang Kaisipan (Praymer sa Mental Health)	7	P575.00	P4,025.00			
	Please see Approved Technical Specifications hereto attached						
		To	tal ABC: Php	7,530.00			

PURPOSE: DC16-PROCUREMENT AND DELIVERY OF SUPPLEMENTARY LEARNING RESOURCES FOR THE SCHOOL LIBRARIES OF MAGTAKING ES AND SEPNAS

Canvassed By

Signature of Dealer

De DED MATATAG



Address: Roxas Blvd., San Carlos City, Pangasinan, Philippine Telephone No. 075-523 4527

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



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)
DC16-Procurement and Delivery of Supplementary	30	
Learning Resources for the School Libraries of	calendar	₱ 7,530.00
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 1. 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 2. 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
- The Inspection and Acceptance Report shall be signed by the members of the Division 3. Inspectorate Team in accordance with the Technical Specifications of the project.
- The signed Delivery Receipt shall be prepared and submitted by the supplier. 4.
- The Inventory Custodian Slip (ICS) shall be prepared by the Division Supply Officer. 5.







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:

PS, CID-LRMS

End-User

Noted by:

EDITHA R. PRIDAS, PhD

Chief, CID

Project Owner





PRIORITY LIST OF SUPPLEMENTARY LEARNING RESOURCES (SLRs) SPECIFICATIONS

Instruction: Kindly fil 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

General F	General	Fic Books/ Wo	(Ge. Refer Learni	Type	Library Hub		School	For:
General References	General References	References, Fiction Books/Creative Works)	(General References, Learning Area	Type of SLR	y Hub		-	
Usapang Kalsipan (Praymer sa Mental Health)	Bata Bantayan (Isang Praymer sa Child Protection)	Title						
Sta Teresa Publications Inc./St Bernadette Publishing House Corp.	Sta Teresa Publications Inc./St Bernadette Publishing House Corp.	Publisher/ Distributor						
Mark Anthony Bercando	Rufina Y. Maliari		Author/s ISE		Schools Division Office:	Name of School: Magtaking Elementary School	School ID: 102216	
978-971-701- 209-4	978-971-701- 138-7		ISBN			Magtaking Elen	102216	
2023	2018	Publication	Copyright Year/ Date of Publication		SDO San Carlos City	nentary School		
10×7	8.50 x 5.50	(F × w)	Size (L x W)					
120	74	No. of Pages						
Bookpaper 60GSM	Bookpaper 60GSM	Type of Paper Used		Inside Pages			/	
Colored	Full Colors	Colors		ges	Region		Kindergarten	
Foldcote cal 12	Full Colors Foldcote cal 12	Paper	Type of	Cover				
Full Colors w/ UV Lamination	Full Colors w/	Colors		er			1	
Perfect Binding	Perfect Binding		Binding				Elementary	
575	325	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	Unit				ntary	
		Put a check mark (/) if Award- winning Book		Put a				
		Part of a Stand- Set/ Alone	check mark (/) if Stand-Alone	Part of a			JHS	
		ACCEPTED	Division SLL	REN			SHS	
		ACCEPTED REJECTED	Division SLR Management Team)	REMARKS				

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

Learning Area References Praymer Sa Drugs		Learning Area References Manatling Ligtas	Learning Area Ref	Learning Area Ref	Fiction Books/Creative Works)	Type of SIR (General References,	Library Hub		School	For
	erences p	erences N	erences	erences	eative	nces,				
	raymer Sa Drugs	Manatiling Ligtas	Learning Area References Home & Road Safety	Learning Area References Gahay Ang Dulot sa Paglataguyod ng Gender and Development		Пde				
Control C45	Sta Teresa Publications Inc./St Bernadette Publishing House Corp.	Sta Teresa Publications Inc./St Bernadette Publishing House Corp.	Sta. Teresa Pub. Inc./St. Bernadette Pub. House Corp.	Sta Teresa Publications Inc./St Bernadette Publishing House Corp.	Distributor	Publisher/				
	Ria Isabelle E. Bequizo 978-971-701. & Jovie R. Acuña 187-5	Sta Teresa Publications inc./St Ruby B. Galang, Vilma 978-971.701 Bernadette Publishing C. Lim, Gloria B. Mateo 2013-1 House Corp.	Ruby Galang, Vilma C. Lim & Gloria B. Mateo	Josefina Q. Cruz		Author/s	Schools Division Office:	Name of School:	School ID: 300388	
	978-971-701- 187-5	978-971-701- 2013-1	978971701- 1882	978-971-701- 132-5		ISBN	SDO San	Speaker E	300388	
	2021	2021	2020	2020	Publication	Copyright Year/	SDO San Carlos City	Speaker Eugenio Perez National Agricultural School		
	10×7	10×7	8.50 x 5.50 Inches	8.50 x 5.50	(r. x ev.)	Size		onal Agricultu		
	124	164	100	88		No. of Pages		ral School		
Booknaper	Bookpaper 60GSM	Bookpaper 70GSM	Book paper #40 60 gsm	Bookpaper 60GSM	Type of Paper Used	Inside Pages				
	Full Colors	Full Colors	Colored	Full Colors	Colors	ages.	Region		Kindergarten	
Foldcote cal	Foldcote cal	Full Colors Foldcote cal	Foldcote cal.	Foldcote cal	Type of Paper Used	Cover	-		3	
Full Colors	Full Colors w/ UV Lamination	Full Colors w/ UV Lamination	Colored w/UV Lamintation	Full Colors w/ UV Lamination	Colors	Ž,				
	Perfect Binding	Perfect Binding	Perfect binding	Perfect Binding		Binding			Elementary	
	P585.00	P625.00	P325.00	P345.00		Unit Price			ntary	
					winning Book	Put a check mark (/) if Award-			/	
					Part of a Set/ Package	Part of a Se Stanc			SHC	
	,	,		_	Stand-Alone	Part of a Set/Package or Stand-Alone			,	
					АССЕРТЕВ	REMARKS (To be accomplished by the Division SLR Management Team)			SHS	
					REJECTED	REMARKS (To be accomplished by the vision SLR Management Team				

PRIORITY LIST OF SUPPLEMENTARY LEARNING RESOURCES (SLRs) SPECIFICATIONS

Learning Area Reference	Area References, Fiction Books/Crea tive Works)	References, Learning	Type of SLR	Librar		/ School	For:
Area	ices, ices,	ral ces,	~ of	Library Hub	-	<u></u>	-
Plant With Me : A Beginner's Guide to Gardening	A A. S.	7#16					
St. Matthew's Publishing Corporation	Distributor	Publisher/					
Maluya, Vishnu		Author/s		Schools Division Office:	Name of School:	School ID: 102216	
9789716254877		ISBN		SDO San Carlos City	Name of School: Magtaking Elementary School	102216	
2023	Publicatio n	Year/ Date of		arlos City	School		
8"x5.25"	(L × W)	Size					
144	Pages	No. of					
BookPaper 70gsm	of Paper Used	Туре	Inside			,	
BookPaper 1/1 One 70gsm Color	Colors		Inside Pages	Region		Kindergarten	
Foldcote 12	Paper Used	Type of	Cover				
4/0 (full color)	Colors		37				
4/0 (full Perfect color) Binding	ng	Bindi				Eler	
275.00	Price	Unit				Elementary	
	if Award- winning Book	mark (/)					
	Part of a Set/ Package		Part of a			SHI	
		one	gi gi			1/4	
	ACCEPTED REJECTED	Division SLR Management Team)	REMARKS (To be accomplished by the			SHS	
	REJECTED	fanagement n)	RKS ished by the				

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