

### SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

Reference No. 20250924-018

Date: September 24, 2025

Request for Quotation No.:2025-118

### REQUEST FOR QUOTATION INVITATION

Title of the Project: DC18-PROCUREMENT AND DELIVERY OF SUPPLEMENTARY LEARNING RESOURCES FOR THE SCHOOL LIBRARIES OF MAGTAKING ES AND SEPNAS

Approved Budget:

Php5,316.00

Specifications:

Unit	Item Description	Quantity
рс	A Passion for Science	2
рс	Beyond the Storm : a story about Gemma Narisma	2
рс	Capturing flight: a story about Nina Ingle	2
рс	Cave Dweller : a story about Ging Nuneza	2
рс	Chemical Romance : a story about Connie Ragasa	2
рс	Florante at Laura-Francisco Balagtas	1
pc	Fruits of the Philippines	1
рс	Good Manners-Pinoy Style	4
pc	Kinilaw : a Philippine Cuisine of Freshness	1
рс	The Mysteries of Taal	2
	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









## SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

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, 2<sup>nd</sup> 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.

DOMING DIVISION, 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 DC18-PROCUREMENT AND DELIVERY OF SUPPLEMENTARY LEARNING RESOURCES FOR THE SCHOOL LIBRARIES OF MAGTAKING ES AND SEPNAS.

Unit	Requested Items to be Purchased/Serviced	Quantity	<b>Total Price</b>
рс	A Passion for Science	2	
рс	Beyond the Storm : a story about Gemma Narisma	2	
рс	Capturing flight: a story about Nina Ingle	2	
рс	Cave Dweller : a story about Ging Nuneza	2	
рс	Chemical Romance : a story about Connie Ragasa	2	
рс	Florante at Laura-Francisco Balagtas	1	
pc	Fruits of the Philippines	1	
рс	Good Manners-Pinoy Style	4	
рс	Kinilaw : a Philippine Cuisine of Freshness	1	
рс	The Mysteries of Taal	2	
	Please see Approved Technical Specifications hereto attached		

AMOUNT IN WORDS:	









### Region I

### SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

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:	:	









Region I SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

### REQUEST FOR QUOTATION

Reference No: 20250924-018; RFQ#118

Company/Business Name and Address

Date:

September 24, 2025

Fund Code: MOP: ROI-25-0470

Contact No.:

Direct Contracting
9257430339/04469461128

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.
Unit	Article	Quantity	Cost	Total Cost	Price per unit	Total Quotation	
рс	A Passion for Science	2	P150.00	P300.00			
рс	Beyond the Storm: a story about Gemma Narisma	2	P160,00	P320.00			
рс	Capturing flight: a story about Nina Ingle	2	P160.00	P320.00			
рс	Cave Dweller: a story about Ging Nuneza	2	P160.00	P320.00			
рс	Chemical Romance : a story about Connie Ragasa	2	P160.00	P320.00			
рс	Florante at Laura-Francisco Balagtas	- 1	P395.00	P395.00			
pc	Fruits of the Philippines	1	P720.00	P720.00			
рс	Good Manners-Pinoy Style	4	P300.00	P1,200.00			
рс	Kinilaw : a Philippine Cuisine of Freshness	1	P721.00	P721.00			
рс	The Mysteries of Taal	2	P350.00	P700.00			
	Please see Approved Technical Specifications hereto attached						
		To	tal ABC: Php	5,316.00			

PURPOSE: DC18-PROCUREMENT AND DELIVERY OF SUPPLEMENTARY LEARNING RESOURCES FOR THE SCHOOL LIBRARIES OF MAGTAKING ES AND SEPNAS

Canvassed By

Signature of Dealer

De TED





Address: Roxas Blvd., San Carlos City, Pangasinan, Philippines 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

<b>Project Description / Specifications</b>	Contract Duration	ABC (Php)
DC18-Procurement and Delivery of Supplementary	30	
Learning Resources for the School Libraries of	calendar	₱5,316.00
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.
- 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
- 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.
- 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:

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 M/A in items not applicable. Use the accomplished DapEd 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	References, Fiction Books/Creative Works)	(General References, Learning Area	Two of SIR	Library Hub		School	For:
Good Manners-Pinoy Style	ARCE	7416					
The Bookmark, Inc.	Distributor						
Zenaida, Ramos 9789715699129	ANALESCA / G	Author/s		Schools Division Office:	Name of School:	School ID: 102216	
9789715699129		ISBN		SDO San Carlos City	Name of School: Magtaking Elementary School	102216	
2017		Copyright Year/		arlos City	tary School		
5.5 x 8.5	(L x W)	Size					
156	Pages	No. of					
8P 70	Type of Paper Colors		Inside Pages			/	
One Color	Colors		ge s	Region		Kindergarten	
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Full color	Colors		N N				
13 Full color Smythe Perfect		Binding				Elementary	
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	Part of a Stan Set/ Package Alone	Set/Pac Stand-	Part of a			SHI	
		kage or Alone	ofa				
	ACCEPTED REJECTED	Set/Package ox Stand-Alone    Stand-Alone	REMARKS			SHS	

# 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	Learning Area P	Learning Area References	Learning Area References	° 2		Creative C	Fiction/ Creative A	Fiction/ B Creative A	Fiction/ Creative A Writing	References, Fiction Books/Creativ e Works)	Type of SLR (General References, Learning Area		Library Hub	1	SCHOOL	For:			
The Mysteries of Taal	Kinilaw : a Philippine Cuisine of Freshness	GOOD MANNERS: PINOY STYLE	FRUITS OF THE PHILIPPINES	FLORANTE AT LAURA - FRANCISCO BALAGTAS	CHEMICAL ROMANCE: A STORY ABOUT CONNIE RAGASA	CAVE DWELLER: A STORY ABOUT GING NUÑEZA	CAPTURING FLIGHT: A STORY ABOUT NINA INGLE	BEYOND THE STORM: A STORY ABOUT GEMMA NARISMA	A PASSION FOR SCIENCE		Tide								
The Bookmark, Inc.	The Bookmark, Inc.	The Bookmark, Inc.	The Bookmark, Inc.	The Bookmark, Inc.	The Bookmark, Inc.	The Bookmark, Inc.	The Bookmark, Inc.	The Bookmark, Inc.	The Bookmark, Inc.	Distributor	Publisher/								
Thomas R. Hargrove	Edilberto N. Alegre, Doreen G. Fernandez	ZENAIDA "RAMOS" ROSANA	DOREEN G. FERNANDEZ	RANDY M. BUSTAMANTE	DIDITH T. RODRIGO	DIDITH T. RODRIGO	DIDITH T. RODRIGO	DIDITH T. RODRIGO	DIDITH T. RODRIGO		Author/s		Schools Division Office:	Name of School:		School ID:			
9715690467	9715690149	978-971-569- 912-9	971-569-261-3	978-971-569- 896-2	978-971-569- 909-9	978-971-569- 910-5	978-971-569- 906-8	978-971-569- 908-2	978-971-569- 757-6		ISBN		SDO San	opeand		300388			
1991	1991	2017	1997	2017	2017	2017	2017	2017	2012	Publication	Copyright Year/		SDO San Carlos City	SPECIAL LEIGH LEIGH MANAGER LEIGH	Daray N				
8.75 x 5.75	7 x 10	8.5 X 5.5	8.5 × 8.5 + FLAP	9 X 12	10 X 8	10 X 8	10 X 8	10 X 8	10 X 8	7.3	Size			diction	A lenoitel				
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Colored	Colored	FULL COLOR	FULL COLOR	FULL COLOR	FULL COLOR	FULL COLOR	FULL COLOR	FULL COLOR	FULL COLOR Stitched	Colors	2								
Smythe	Saddle stitched	Smythe	Saddle Stitched	Smythe Perfect	Saddle Stitched	Saddle Stitched	Saddle Stitched	Saddle Stitched	Saddle Stitched		Binding		Binding					Eler	
P350.00	<b>9721.00</b>	\$300.00	<del>\$720.00</del>	\$395.00	<b>9</b> 160.00	P160.00	P160.00	<b>P160.00</b>	₱150.00		Unit Price					Elementary			
										Book	Put a check mark (/) If Award-								
										Part of a Set/ Package	Part of a Se Stand					JHS			
										Stand-Alone	Part of a Set/Package or Stand-Alone								
										АССЕРТЕВ	REMARKS (To be accomplished by the Division SLR Management Team)					SHS			
										REJECTED	REMARKS  excomplished by the  Management Team								