



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 20250926-001; RFQ#124

Company/Business Name and Address

Date: September 26, 2025
Fund Code: GAS MOOE 2025
MOP: Small Value Procurement
Contact No.: 9954049972
Contact Person: JOANNA MARIE M. MENOR

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 **September 30, 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. **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.

JOANNA MARIE M. MENOR
BUYER/END-USER

GENERAL NAME OF THE ITEMS:

LUNCH

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	
pax	Lunch	170	400.00	68,000.00			
	1 serving Mussel Soup						
	1 serving Lechon Kawali						
	1 serving Korean Beef						
	3 pcs. Medium-sized Camaron Rebosado						
	1 serving Buttered Vegetables						
	1 cup Steamed Rice						
	1 pc. Banana (Lakatan)						
	1 glass Chilled Melon Juice						
Other Requirements:							
1. The caterer is expected to deliver the meals at the venue.							
2. Meals shall be ready not later than 11:30 AM.							
3. The caterer shall provide updated Sanitary Permits issued by the City/Municipal Health Office.							
4. Food handlers/servers and kitchen staff should have Health/Medical Certificates indicating fitness to deliver the required service							
5. The food shall be packed for easy distribution during the event.							
6. The caterer shall provide three (3) pax buffer.							
			Total ABC: Php 68,000.00				

PURPOSE: SUPPLY OF LUNCH FOR THE CONDUCT OF 2025 WORLD TEACHERS' DAY ON OCTOBER 2, 2025

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

