



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 20250908-001; RFQ#089

Date: September 8, 2025
Fund Code: ROI-25-0259
MOP: Small Value Procurement
Contact No.: 9507491336
Contact Person: MINERVA A. MUÑOZ

Company/Business Name and Address

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 15, 2025, 5:00 PM** 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.


MINERVA A. MUÑOZ
BUYER/END-USER

GENERAL NAME OF THE ITEMS: Catering Services

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	
	Day 1						
pax	AM Snacks	39	100.00	P3,900.00			
	1 serving Lomi						
	1 pc Boiled Egg (regular size)						
	1 can chilled Mango Juice (220ml)						
pax	Lunch	39	400.00	P15,600.00			
	1 serving Sinigang na Hipon sa Miso with Veggies						
	1 serving Escabeche Tilapia (medium size)						
	1 serving Pork Adobo						
	1 cup of steamed Rice						
	1 serving of Lechee Flan						
pax	1 glass chilled Melon Juice						
	PM Snacks	39	100.00	P3,900.00			
	1 serving Pasta Alfredo						
	2 slices of Toasted Buttered Bread						
	1 can chilled Orange Juice						
	Day 2						
pax	AM Snacks	39	100.00	P3,900.00			
	1 serving of Special Pancit Bihon-canton						
	2 pcs of Pork Shanghai						
	1 can Pineapple Juice (220ml)						
pax	Lunch	39	400.00	P15,600.00			
	1 serving of Potato Soup						
	1 serving of Pork Chop Barbeque						
	1 serving ground Beef Broccoli						
	1 serving Chicken Ala King						
	1 cup of steamed Rice						
	1 serving of Graham-Mango Cake						
	1 glass chilled Cucumber Juice						
pax	PM Snacks	39	100.00	P3,900.00			
	1 Serving Cheesy Spaghetti with Meatballs						
	1 can Chilled Mango Juice (220 ml)						
	Day 3						
pax	AM Snacks	39	100.00	P3,900.00			
	1 serving Fresh Lumpia with Peanut Sauce						
	1 can chilled Pineapple Juice (220 ml)						
pax	Lunch	39	400.00	P15,600.00			
	1 serving Egg Noodle Soup						
	1 serving Rellenong Bangus						
	1 serving Beef Kare-Kare w/ Vegetables						
	1 cup of steamed Rice						
	1 serving Buko Pandan salad						
	1 glass of Iced Tea w/ Lemon						
pax	PM Snacks	39	100.00	P3,900.00			



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MINERVA A. MUÑOZ

1 pc Cheesy Ensaymada

1 buko Juice

Inclusions:

1. The caterer is expected to cater the meals and snacks in the training venue.
2. Meals shall be ready not later than AM Snacks- 9:30 AM, Lunch- 11:30 AM, PM Snacks- 3:00 PM
3. The caterer shall provide 1 water station in the training venue.
4. The caterer shall provide updated sanitary permits issued by the city or municipal health office.
5. Food handlers/servers and kitchen staff should have health/medical certificates indicating fitness to deliver the required service.
6. The caterer should provide food samples for evaluation and acceptability test during the opening of bids. However, if the prospective supplier fails to provide food samples, the same shall be provided during post -qualification.
7. The caterer shall provide 1 Tarpaulin Backdrop with Layout (5 x 6 ft) in the training venue.
8. The caterer shall provide managed buffet style in the training venue.
9. The caterer is expected to set up the tables and chairs in the training venue.
10. The caterer is responsible for the upkeeping of the training venue.
11. The caterer shall provide five (5) pax buffer in the training venue.

Total ABC: Php 70,200.00

PURPOSE: PROCUREMENT OF MEALS AND SNACKS INCLUSIVE OF TARPULIN ON THE CONDUCT OF TRAINING OF TEACHERS ON BEHAVIORAL AND SPEECH THERAPY IN HANDLING LEARNERS WITH DISABILITIES

Canvassed By

Signature of Dealer



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