



Republic of the Philippines  
**Department of Education**  
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

**REQUEST FOR QUOTATION**

Reference No: 20251006-004; RFQ#129

Date: October 6, 2025  
Fund Code: GAS MOOE 2025  
MOP: Small Value Procurement  
Contact No.: 9171925458  
Contact Person: MARIA CRISTINA N. MAMORNO


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 **October 14, 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.

  
**MARIA CRISTINA N. MAMORNO**  
BUYER/END-USER

GENERAL NAME OF THE ITEMS: AIRCON MAINTENANCE

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	
	<b>GENERAL CLEANING AND REPAIR OF THE FOLLOWING AIR-CONDITIONING UNITS AT DIVISION OFFICE:</b>								
	<b>Ten (10) units of window-type air-con</b>			<b>10</b>	<b>350.00</b>	<b>3,500.00</b>			
Unit	KOLIN	2nd FLOOR	CID CHIEF						
Unit	KOLIN	2nd FLOOR	LIBRARY						
Unit	LG	2nd FLOOR	LIBRARY						
Unit	KOLIN	2nd FLOOR	OSDS-BAC						
Unit	KOLIN	2nd FLOOR	OSDS-SDS						
Unit	CONDURA	2nd FLOOR	OSDS-SDS						
Unit	EVEREST	2nd FLOOR	SOCMOB						
Unit	KOLIN	2nd FLOOR	SGOD PLANNING						
Unit	EVEREST	1st FLOOR	SGOD-DENTAL						
Unit	EVEREST	1st FLOOR	COA						
	<b>Thirty Nine (39) units of split-type air-con</b>			<b>39</b>	<b>800.00</b>	<b>31,200.00</b>			
Unit	SHARP	1st FLOOR	OSDS-ACCOUNTING						
Unit	EVEREST	1st FLOOR	OSDS-ACCOUNTING						
Unit	LG	1st FLOOR	OSDS-BUDGET/CASH						
Unit	DAIKIN (1HP)	1st FLOOR	OSDS-ADMIN						
Unit	EVEREST	1st FLOOR	OSDS-ADMIN						
Unit	LG	1st FLOOR	OSDS-PERSONNEL						
Unit	EVEREST	1st FLOOR	OSDS-PERSONNEL						
Unit	SHARP	1st FLOOR	OSDS-SUPPLY						
Unit	EVEREST	1st FLOOR	OSDS-SUPPLY						
Unit	EVEREST	1st FLOOR	OSDS-RECORDS						
Unit	EVEREST	1st FLOOR	OSDS-LEGAL						
Unit	LG	1st FLOOR	SGOD-MEDICAL						
Unit	EVEREST	1st FLOOR	COA						
Unit	EVEREST	1st FLOOR	COA						
Unit	DAIKIN	AMPITHEATER	AMPITHEATER						
Unit	DAIKIN	AMPITHEATER	AMPITHEATER						
Unit	DAIKIN	AMPITHEATER	AMPITHEATER						
Unit	DAIKIN	AMPITHEATER	AMPITHEATER						
Unit	DAIKIN	AMPITHEATER	AMPITHEATER						
Unit	EVEREST	2nd FLOOR	OSDS-SDS						
Unit	EVEREST	2nd FLOOR	OSDS-SDS						
Unit	SHARP	2nd FLOOR	OSDS-ASDS						
Unit	SHARP	2nd FLOOR	OSDS-ASDS						
Unit	LG	2nd FLOOR	CID-PSDS						
Unit	EVEREST	2nd FLOOR	CID-PSDS						
Unit	SAMSUNG	2nd FLOOR	OSDS-ITO						
Unit	SAMSUNG	2nd FLOOR	OSDS-ITO						
Unit	DAIKIN	2nd FLOOR	SGOD CHIEF						
Unit	EVEREST	2nd FLOOR	SGOD CHIEF						
Unit	EVEREST	2nd FLOOR	SGOD- DRRM						
Unit	EVEREST	3rd FLOOR	SGOD-SMME						
Unit	EVEREST	4th FLOOR	SGOD-SMME						
Unit	LG	2nd FLOOR	SOCMOB						
Unit	EVEREST	2nd FLOOR	SOCMOB						
Unit	EVEREST	2nd FLOOR	CONFERENCE						
Unit	EVEREST	2nd FLOOR	CONFERENCE						
Unit	EVEREST	2nd FLOOR	CONFERENCE						
Unit	EVEREST	2nd FLOOR	CONFERENCE						





Republic of the Philippines  
Department of Education  
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

## REQUEST FOR QUOTATION

Reference No: 20251006-004; RFQ#129

Date: October 6, 2025  
Fund Code: GAS MOOE 2025  
MOP: Small Value Procurement  
Contact No.: 9171925458  
Contact Person: MARIA CRISTINA N. MAMORNO

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 **October 14, 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@depd.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.

MARIA CRISTINA N. MAMORNO

Nine (9) units of floor-mounted air-con				9	850.00	7,650.00			
Unit	CARRIER	1st FLOOR	OSDS-ACCOUNTING						
Unit	EVEREST		TRAINING CENTER			-			
Unit	EVEREST	1st FLOOR	TRAINING CENTER			-			
Unit	EVEREST	1st FLOOR	TRAINING CENTER			-			
Unit	EVEREST	1st FLOOR	TRAINING CENTER						
Unit	EVEREST	2nd FLOOR	CID-EPS (NEW BUILDING)						
Unit	EVEREST	2nd FLOOR	CID-EPS (NEW BUILDING)						
Unit	EVEREST	2nd FLOOR	CID-EPS (NEW BUILDING)						
Unit	EVEREST	2nd FLOOR	CID-EPS (NEW BUILDING)						
Service Quotation of the following item for Repair:									
EVEREST (FLOOR MOUNTED)	1st FLOOR	TRAINING CENTER		2	1,700.00	3,400.00			
EVEREST (FLOOR MOUNTED)	2nd FLOOR	CID-EPS (NEW BUILDING)							
EVEREST (WALL MOUNTED)	1st FLOOR	OSDS-ACCOUNTING		1	7,000.00	7,000.00			
				Total ABC: Php 52,750.00					

PURPOSE: PERIODIC MAINTENANCE AND REPAIR OF AIR-CONDITIONING UNITS AT THE DIVISION OFFICE

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@depd.gov.ph