



Republic of the Philippines  
Department of Education  
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

## REQUEST FOR QUOTATION

Reference No: 20251006-005; RFQ#130

Company/Business Name and Address

Date: October 6, 2025  
Fund Code: OSEC-1-25-04226  
MOP: Small Value Procurement  
Contact No.: 9171925458  
Contact Person: MARIA CRISTINA N. MAMORNO

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: **FURNITURE AND FIXTURES**

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	
Unit	Swivel chair with fixed headrest and armrests, mesh type(Black) Features: Mesh back fabric seat, Fixed lumbar support. Base - 360 degree rotation, adjustable up and down, the base is stainless steel and frame is nylon and waterproof Storage Shelves	15	4,500.00	67,500.00			
	*****nothing follows*****						
				<b>Total ABC: Php 67,500.00</b>			

PURPOSE: SUPPLY AND DELIVERY OF FURNITURE AND FIXTURES FOR DIVISION OFFICE OF SDO - SCC.

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