Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 20251010-001; RFQ#133

Company/Business Name and Address

Date:	October 10, 2025
Fund Code:	ROI-25-1047
MOP:	Small Value Procurement
Contact No.:	9257430339
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 20, 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.

ROLDAN B. EDEN
BUYER/END-USER

GENERAL NAME OF THE ITEMS: PRINTING

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	
pages	Learner's Workbook (KS 1 (English), KS1 (Filipino), and KS2 (Basic))	446,691	₱0.60	**₱268,014.60**			
pages	Teacher's Guide (KS 2 (Basic), KS 3 (Basic), KS 2 (Plus) and KS 3 (Plus))	95,360	₱0.60	**₱57,216.00**			
	Please see Approved Technical Specifications hereto attached						
		Total ABC: Php 325,230.60					

PURPOSE: REPRODUCTION AND DELIVERY OF THE ARAL LEARNING RESOURCES

Canvassed By

Signature of Dealer

Address: Roxas Blvd., San Carlos City, Pangasinan, Philippine
Telephone No. 075-523 4527
Website: https://sdosancarloscityr1.com
Email Address: sancarlos.city1@deped.gov.ph

TECHNICAL SPECIFICATIONS

Title:

Implementation of the Summer Academic Remediation Program (SARP)

Approved Budget of Contract: **₱ 325,230.60**
Source of Fund: **SARO No. ROI-25-1047**
Completion Period: **7 Calendar Days**

Project Description / Specifications	Contract Duration	ABC
Reproduction and Delivery of the ARAL Learning Resources	7 calendar days	₱ 325,230.60

PAPER AND BINDING

- Paper Size: **8.3" x 11.7" (A4)**
- Paper Orientation: **Learner's Workbook – Portrait**
  Teacher's Guide – Landscape
  Two-side print
- Paper Type (Inside): **Standard Newsprint (Class A), 48.8 GSM or better, Brightness: 55%, Opacity:90%**
- Paper Type (Cover & Back Cover): **Self-cover (Board)**
- Color (Inside): **1 Color (Black Only)**
- Color (Cover & Back Cover): **4 Colors (CMYK) with UV coating (fold coat cal. 12 solid white)**
- Binding: (a) **Perfect Binding (above 100 pages)**
  (b) **Saddle Stitch (below 100 pages)**
- Proof: For Printing as is of the material provided to the supplier.
- Sample: A sample learner's workbook and teacher's guide per key stage shall be provided by the supplier with the lowest bid. Sample of Ready-to-Print learner's workbook and teacher's guide shall be submitted to, and approved by, the End-User to be assisted by TWG before the mass production.
- Font style, Font Size and Spacing shall not be altered.
- The inside back page should not be used for printing the contents of the learner's workbook and teacher's guide .
- Sorting: The learning resources shall be sorted by the supplier by LR type (learner's workbook and teacher's guide) and per school

- Packing: The learning resources shall be packed using plastic by the supplier by LR type (learner's workbook and teacher's guide) and per school with corresponding labelling and uniformed template for the cover of the pack.

DELIVERY AND INSPECTION:

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 at records.sccp@deped.gov.ph.

The additional guidelines on the procedures of Inspection and Delivery are detailed as follows:

1. 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 Technical Specifications of the project.
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 winning bidder shall deliver the LR materials to the recipient schools based on the distribution list.
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.
5. The Inventory Custodian Slip (ICS) shall be prepared by the Division Supply Officer.

*Note: The Delivery Receipt must be registered to the BIR (Bureau of Internal Revenue)

Reproduction and Delivery of the ARAL Learning Resources

LR Type	Title	No. of Pages (Including Cover Page)	No. of ARAL Learners / Teachers	Total Pages
Learner's Workbook	KS 1 (English)	28	2,804	78,512
Learner's Workbook	KS 1 (Filipino)	56	2,804	157,024
Learner's Workbook	KS 2 (Basic)	105	2,011	211,155
		Total	7,619	446,691
		Cost per Page		₱ 0.60
		Sub-Total		₱ 268,014.60
Teacher's Guide	KS 2 (Basic)	126	206	25,956
Teacher's Guide	KS 3 (Basic)	117	198	23,166

Teacher's Guide	KS 2 (Plus)	112	206	23,072
Teacher's Guide	KS 3 (Plus)	117	198	23,166
		Total	808	95,360
		Cost per Page		₱ 0.60
		Sub-Total		₱ 57,216.00
	Grand Total			**₱ 325,230.60**

ARAL Learning Resources	Learner's Workbook	Teacher's Guide
Buffer to CID Office	1	1
Buffer to EPS	1	1
Buffer to Library	3	3

Prepared by:

ROLDAN B. EDEN, EdD
EPS, CID-LRMS
End-User

Noted by:

EDITHA R. PRIDAS, PhD
Chief, CID
Project Owner

Address: Roxas Blvd., San Carlos City, Pangasinan, Philippines, 2420
Telephone No. 075-523 4527
Website: https://sdosancarloscityr1.com
Email Address: sancarlos.city1@deped.gov.ph