



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 20251125-001; RFQ#157

Company/Business Name and Address

Date: November 25, 2025

Fund Code: RO1-24-1076

MOP: Small Value Procurement

Contact No.: 0925-743-0339

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 **December 3, 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

Printing of Learning Packets

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	Grade 1 Learning Packets	104,928	₱0.55	₱57,710.40			
pages	Grade 2 Learning Packets	113,920	₱0.55	₱62,656.00			
pages	Grade 3 Learning Packets	119,968	₱0.55	₱65,982.40			
pages	Grade 4 Learning Packets	124,096	₱0.55	₱68,252.80			
pages	Grade 5 Learning Packets	124,640	₱0.55	₱68,552.00			
pages	Grade 6 Learning Packets	117,248	₱0.55	₱64,486.40			
pages	Grade 7 Learning Packets	124,352	₱0.55	₱68,393.60			
pages	Grade 8 Learning Packets	115,008	₱0.55	₱63,254.40			
pages	Grade 9 Learning Packets	97,888	₱0.55	₱53,838.40			
pages	Grade 10 Learning Packets	96,800	₱0.55	₱53,240.00			
	Please see Approved Technical Specifications hereto attached						
Total ABC: Php 626,366.40							

PURPOSE: PRINTING AND DELIVERY OF LEARNING PACKETS

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



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TECHNICAL SPECIFICATIONS

Title:

Printing and Delivery of Learning Packets

Approved Budget of Contract: ₱ 626,366.40

Source of Fund: SARO No. ROI-25-1076

Completion Period: 10 Calendar Days

Project Description / Specifications	Contract Duration	ABC
Printing and Delivery of Learning Packets	10 calendar days	₱ 626,366.40

PAPER AND BINDING

- Paper Size: **8.25" x 10.75"**
- Paper Orientation: **Portrait, 1 side print**
- Paper Type (Front and Back Cover): **Self-cover with UV coating foldcote cal. 12 solid white**
- Paper Type (Inside): **Uncoated Book Paper, at least 70 GSM, 80% Brightness, 90% Opacity**
- Color (Front and Back Cover): **4 Colors (CMYK)**
- Color (Inside): **1 Color (Black)**
- Binding: **Saddle Stitch**
- Proof: For Printing as is of the material provided to the supplier.
- Sample: A sample Learning Packet (1 elementary and 1 secondary) shall be provided by the supplier with the lowest bid. The Ready-To-Print Learning Packets shall be provided by the end user before the mass production.
- Font style, Font Size and Spacing shall not be altered.
- Sorting: The Learning Packets shall be sorted by the supplier per school by grade level.
- Packing: The Learning Packets shall be packed using plastic per school by grade level with corresponding labelling and uniform 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



Address: Roxas Blvd., San Carlos City, Pangasinan, Philippines, 2420
Telephone No. 075-523 4527
Website: <https://sdosancarloscity1.com>
Email Address: sancarlos.city1@deped.gov.ph



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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 Technical Specifications attached 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 material 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)

Printing and Delivery of Learning Packets

LR Type	Learning Area	Grade Level	No. of Pages	Number of Copies	Total No. of Pages	Statement of Compliance
Learning Packets (LP)						
LP	All Learning Areas	1	32	3,279	104,928	
LP	All Learning Areas	2	32	3,560	113,920	
LP	All Learning Areas	3	32	3,749	119,968	
LP	All Learning Areas	4	32	3,878	124,096	
LP	All Learning Areas	5	32	3,895	124,640	
LP	All Learning Areas	6	32	3,664	117,248	
LP	All Learning Areas	7	32	3,886	124,352	
LP	All Learning Areas	8	32	3,594	115,008	
LP	All Learning Areas	9	32	3,059	97,888	
LP	All Learning Areas	10	32	3,025	96,800	
Total			320	35,589	1,138,848	
Cost per page					* 0.55	
Total Amount					P626,366.40	



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Grade 1-10 Learning Packets	No. of Sets
Buffer to CID Office	1
Buffer to EPS	9
Buffer to Library	3