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

REQUEST FOR QUOTATION

Reference No: 20251105-001; RFQ#146

Company/Business Name and Address

Date:	November 05, 2025
Fund Code:	RO1-25-2060
MOP:	Small Value Procurement
Contact No.:	0942-041-2267
Contact Person:	MADELINE S. SUAREZ

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 **November 13, 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.

MADELINE S. SUAREZ
BUYER/END-USER

GENERAL NAME OF THE ITEMS: SUPPLIES

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	
pc	**Advocacy Jacket (Customized Corporate)**	70	1,000.00	**₱70,000.00**			
	Specifications:						
	Color: Dark / Deep Blue						
	Material: All Americal Twill and Brushed Twill with 1 inside and 2 outside side pockets						
	Size: Extra Small (XS) to 3XL (XXXL)						
	Style: Jacket Collar type with Embroidered DepEd Logo and name (Back) and LRPO Logo (Left Side) with Front long sturdy zipper pull (full zip)						
	Please refer to the attachment: sizes and design						
		Total ABC: Php		**70,000.00**			

PURPOSE: PROCUREMENT OF SUPPLIES AND OTHER MATERIALS

Canvassed By

Signature of Dealer

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