



Republic of the Philippines  
Department of Education  
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

## REQUEST FOR QUOTATION

Reference No: 20251215-001; RFQ#136-B

Company/Business Name and Address

Date: December 15, 2025  
Fund Code: ROI-24-1953  
MOP: Small Value Procurement  
Contact No.: 9122410345  
Contact Person: VERONICA A. NAVAL

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 19, 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.

*Veronika A. Naval*  
**VERONICA A. NAVAL**  
BUYER/END-USER

GENERAL NAME OF THE ITEMS: **Supplies and Equipment**

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	Flat screen 43 inches (Smart TV), Branded	1	PHP 22,000.00	P 22,000.00			
Unit	Bluetooth Speaker with Microphone (4 inch *2 20W, Battery 4500 mah, Bluetooth 5.0, USB, Colorful Lights, Plastic + Metal Materials, Product size 420 x 175 x 220mm)	1	PHP 3,000.00	P 3,000.00			
Set	Sofa Set (1 set of SF-SP 5 Seater Rattan Style Plastic Sofa Set with center table)	1	PHP 17,000.00	P 17,000.00			
pc	Single Chair (Color: Green, Material: UV protected plastic,height: 376mm, width: 375mm, depth: 330mm.	6	PHP 750.00	P 4,500.00			
pc	Office Table (Office Desk with Drawer and Lock) Finish: Gray Metal, Dimensions in cm L:88 x W:45 x H:71.5	1	PHP 11,500.00	P 11,500.00			
pc	Cabinet/Shelves (Steel frame with Lock Glass Door Sliding Door 4 shelves 5 laters Color light Grey, Measurements: 180x90x40cm)	1	PHP 12,000.00	P 12,000.00			
Unit	StandFan Size: 18",Input Wattage: 75 watts Rated Voltage: 230V, Rated Frequency: 60Hz Product Dimensions: L: 50 cm x W: 50 cm x H: 120 cm)	1	PHP 2,100.00	P 2,100.00			
pc	Wall Clock (Size:12", Plastic Frame)	1	PHP 400.00	P 400.00			
Unit	Printer Functions: Print,Scan and Copy Print Speed: 6.8 IPS (Inches Per Second) for color, 14.3 IPS for black. Resolution: Up to 5760 x 1440 dpi Printer Type: Inkjet. Media Size Support: Legal (8.5 x 14"), 8.5 x 13", Letter, A4, 16K (195 x 270 mm), B5, A5, B6, A6, Hagaki (100 x 148 mm), 5 x 7", 5 x 8", 4 x 6", Envelopes: #10, DL, C6 Paper Capacity: Up to 100 sheets of Plain paper (80 g/m2) Up to 20 sheets of Premium Glossy Photo Paper Weight: Approximately 3.9 kg Dimensions: 375 x 347 x 179 mm (W x D x H)	1	PHP 14,000.00	P 14,000.00			
Set	Branded Printer ink 003 (Black, Cyan, Magenta, Yellow)	2	PHP 1,145.00	P 2,290.00			
pc	USB Flash drive (32gb)	2	PHP 500.00	P 1,000.00			
pc	Metal File Holder (30cm x 35cm x 30)	1	PHP 800.00	P 800.00			
pc	Scrabble Board Games (Wood, Wooden letter tiles, L: 15.83 x W: 7.48 x H: 1.54 inches)	2	PHP 455.00	P 910.00			
pc	Folding Wooden Chess Brand ( Dimensions L: 15 x W: 15 x H: 1 inch)	2	PHP 600.00	P 1,200.00			
pc	Snake and Ladder Board (Wooden, Dimensions : L:15 x W:15 inches)	2	PHP 360.00	P 720.00			
Set	Art Supplies painting set (129 piece set, oil, doubletray, 6t.41 pounds weight,15.04x 4.41 inches, canvas type, watercolor special feature.	2	PHP 600.00	P 1,200.00			
pc	Ballpen (Classic Push Type Multicolor Ballpoint Pen 1.0 mm medium point in black, blue and red ink. Lineweight 0.7mm)	10	PHP 78.00	P 780.00			
pc	Acoustic Guitar (41 inch, Solid wood made,Low action, With wood pickguard)	2	PHP 2,300.00	P 4,600.00			
Total ABC: Php 100,000.00							

PURPOSE: ESTABLISHMENT OF LEARNER SUPPORT CENTER AND PROCUREMENT OF SUPPLIES AND EQUIPMENT ESSENTIAL FOR THE OPERATIONS OF THE HEALTH AND WELLNESS HUB

Canvassed By

Signature of Dealer



Address: Roxas Blvd., San Carlos City  
Telephone No. 075-523 4527  
Website: <https://sdosancarloscityr1.com>  
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