



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 20251216-002; RFQ#138-B

Company/Business Name and Address

Date: 12/16/2025
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 **December 22, 2025, 1:00 PM** 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

NAME OF THE ITEMS:

MEALS AND ACCOMMODATIONS

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	
	Day 0						
pax	PM SNACK	70	100	₱7,000.00			
	1 Serving Pansit Guisado						
	1 Glass Serving of Iced tea						
	Free Flowing Brewed Coffee						
pax	DINNER	70	400	₱28,000.00			
	1 Serving Potato Soup						
	1 Serving Nilagang Baka with Vegetables						
	1 Serving Ginataang Kalabasa at Sitaw						
	1 Serving Fried Bangus						
	1 cup Steamed Rice						
	1 Serving Fresh Fruit in Season						
	1 Bottled Water (330 ml)						
pax	With Accommodation of Atmost 4 pax per room	70	800	₱56,000.00			
	With Training Venue						
	Day 1						
pax	BREAKFAST	70	200	₱14,000.00			
	1 serving Corned Beef with Potatoes & Onions						
	1 pc. Salted Egg with Sliced Tomatoes						
	1 serving Crispy Dilis with Vinegar						
	1 cup Steamed or Fried Rice						
	1 serving of Hot drink (with options of Coffee, Hot chocolate, Milk or tea)						
pax	AM SNACK	70	100	₱7,000.00			



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	1 Serving Pinoy Spaghetti with Garlic Toast Bread					
	1 Glass Juice or Iced Tea					
	Free Flowing Brewed Coffee					
pax	LUNCH	70	400	P28,000.00		
	1 serving Vegetable Egg Drop Soup					
	1 serving Sinigang na Boneless Bangus					
	1 pc. Porkchop Barbecue					
	1 serving Pinakbet Ilokano with Chicharon					
	1 cup Steamed Rice					
	1 serving Almond Jelly with Lychee					
	1 Bottled Water (330 ml)					
pax	PM SNACK	70	100	P7,000.00		
	1 Serving Ham and Cheese Sandwich					
	1 Glass Juice or Iced Tea					
	Free Flowing Brewed Coffee					
pax	DINNER	70	400	P28,000.00		
	1 serving Clam Chowder					
	1 serving Pork Lechon Kawali					
	1 serving Chicken Curry					
	1 serving Mongolian Vegetables					
	1 cup Steamed Rice					
	1 pc. Medium-sized Banana					
	1 Bottled Water (330 ml)					
pax	With Accommodation of Atmost 4 pax per room	70	800	P56,000.00		
	With Training Venue					
	Day 2					
pax	BREAKFAST	70	200	P14,000.00		
	1 serving of Homemade Beef Tapa					



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	1 serving of Creamy Scrambled Egg						
	1 Serving of Fried Tilapia						
	1 cup of Steamed or Fried Rice						
	1 Slice Watermelon						
	1 serving of Hot drink (with options of Coffee, Hot chocolate, Milk or tea)						
pax	AM SNACK	70	100	₱7,000.00			
	1 serving Palabok with 1 pc Toasted Bread						
	1 Glass serving of pineapple Juice						
	Free Flowing Brewed Coffee						
pax	LUNCH	70	400	₱28,000.00			
	1 Serving Suam na Mais						
	1 Serving Grilled Chicken						
	1 serving Beef Kare-Kare with Vegetables & Ginisang Bagoong Alamang						
	1 cup Steamed Rice						
	1 serving Buko-Pandan Salad						
	1 Bottled Water (330 ml)						
pax	PM SNACK	70	100	₱7,000.00			
	1 Slice Banana Bread						
	1 Glass serving of iced tea						
	Free Flowing Brewed Coffee						
pax	DINNER	70	400	₱28,000.00			
	1 serving Pork Sinigang Soup						
	1 serving Fried Chicken						
	1 serving Bangus Sisig						
	1 serving Sauteed Ampalaya with Shrimp						
	1 cup Steamed Rice						
	1 serving Maja Blanca						



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	1 Bottled Water (330 ml)						
pax	With Accommodation of Atmost 4 pax per room	70	800	P56,000.00			
	With Training Venue						
	Day 3						
pax	BREAKFAST	70	200	P14,000.00			
	1 serving Sauteed Tuna Flakes with Onions						
	1 pc. Hard-Boiled Egg						
	1 serving Pork Tocino						
	1 cup Steamed or Fried Rice						
	1 pc. Boiled Saba						
	1 serving of Hot drink (with options of coffee, hot chocolate, milk or tea)						
pax	AM SNACK	70	100	P7,000.00			
	1 serving Cheese Baked Macaroni						
	1 Glass Serving of Orange Juice						
	Free Flowing Brewed Coffee						
pax	LUNCH	70	400	P28,000.00			
	1 serving Cream of Corn Soup						
	1 serving Beefsteak with Onion Rings						
	1 serving Fried Chicken						
	1 serving Stir-Fried Broccoli in Garlic Sauce						
	1 cup Steamed Rice						



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	1 pc Brownies					
	1 Bottled Water (330 ml)					
			TOTAL	P420,000.00		

Other Requirements:

1. The supplier shall provide clean and comfortable room accommodations with bed arrangements that can accommodate at most four (4) persons per room. (for day 0 to day 2).
2. The supplier shall provide the training venue inclusive of the use of function hall, provision of audio-visual system/facility; with parking lot, and other equipment and requirements. (free internet connection, LCD Projector, and others)
3. The supplier is expected to cater the meals and snacks in the training venue and shall provide the two-way managed buffet and is expected to set up the tables and chairs covered with clean and beautiful linens in the training venue.
4. The supplier shall provide food samples for evaluation and acceptability tests during the opening of bids. However, if the prospective supplier fails to provide food samples, the same shall be provided during post-qualification.
5. Two choices of rice (steamed rice / garlic rice)
6. Snacks and Meals shall be ready on: (Breakfast-6:00 AM, AM Snacks-9:00 AM, Lunch-10:30 AM, PM Snacks-2:00 PM, Dinner-5:30 PM, and be served hot particularly the viands, rice, and soup).
7. The supplier shall provide at least one (1) water station in the training venue with free-flowing hot coffee & creamer/tea/purified water.
8. The supplier shall provide updated sanitary permits issued by the City or Municipal Health Office
9. Food handlers/servers and kitchen staff should have health certificates indicating fitness to deliver the required service.
10. The supplier is in-charge of serving, dishing out during the training and upkeep of the training venue.
11. The supplier shall provide the Tarpaulin Backdrop with Layout (5 x 6 ft) in the training venue.
12. The supplier shall provide three (3) pax buffer in the training venue.

PURPOSE: PROCUREMENT OF MEALS AND SNACKS WITH ACCOMMODATION AND FUNCTION HALL FOR LEARNER RIGHTS AND PROTECTION COMMITTEE FUNCTIONALITY TRAINING FOR SECONDARY SCHOOLS OF SDO SAN CARLOS CITY

Canvassed By

Signature of Dealer



Philippines,

Address: Roxas Blvd., San Carlos City, Pangasinan,

Telephone No. 075-523 4527

Website: <https://sdosancarloscityr1.com>

Email Address: sancarlos.city1@deped.gov.ph