



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 20251216-003; RFQ#146-E

Date: 16-Dec-25

Company/Business Name and Address

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
REVIEWED/EDITED/USER

GENERAL NAME OF THE ITEMS: **SUPPLIES**

PURPOSE: PROCUREMENT OF SUPPLIES AND OTHER MATERIALS

Canvassed By

Signature of Dealer



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