



Republic of the Philippines  
Department of Education  
Region I

Region 1  
**SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN**

## REQUEST FOR QUOTATION

Reference No: 20251211-001; RFQ#163

Date: December 11 2025

Fund Code: RO1-24-1076

1. Fund code: RSI 21-1073  
MOP: Small Value Procurement

Contact No.:

Contact No.: 0929 743 0333  
Contact Person: BOLDAN 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 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.

Notes

**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

#### **PURPOSE: PRINTING AND DELIVERY OF STORYBOOKS**

Canvassed By

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**Signature of Dealer**



Address: Roxas Blvd., San Carlos City, Pangasinan, Philippines,  
Telephone No. 075-523 4527

Website: <https://sdosancarloscity1.com>  
Email Address: sancarlos.city1@deped.gov.ph



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## TECHNICAL SPECIFICATIONS

Title:

### Printing and Delivery of Storybooks

Approved Budget of Contract: **₱ 277,355.00**

Source of Fund: **SARO No. ROI-24-1750**

Completion Period: **10 Calendar Days**

Project Description / Specifications	Contract Duration	ABC
Printing and Delivery of Storybooks	10 calendar days	₱ 277,355.00

### PAPER AND BINDING

- Paper Size: **8.3" x 11.7" (A4)**
- Paper Orientation: **Portrait**
- Paper Type (Cover & Back Cover): **Foldcote 10 with UV coating**
- Paper Type (Inside): **Book Paper at least 70 GSM**
- Color (Cover & Back Cover): **4 Colors (CMYK)**
- Color (Inside): **4 Colors (CMYK)**
- Font style, Font Size and Spacing shall not be altered.
- The cover inside back page should not be used for printing the contents of the storybook.
- Sorting: The storybooks shall be sorted by the supplier by language (English and Filipino) and per school
- Packing: The storybooks shall be packed using plastic by the supplier by language and per school with corresponding label 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 through manual submission or through their official e-mail address at [records.sccp@deped.gov.ph](mailto: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-



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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 attached Technical Specifications 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 materials 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 Storybooks**

LR Type	Title	No. of Pages (Including Cover Pages)	No. of KS1 Teachers	Total Pages	Statement of Compliance
<b>English</b>					
Storybook	Picnic in the Park	14	442	6,188	
Storybook	A Day by the Dock	14	442	6,188	
Storybook	Mim's Pet	14	442	6,188	
Storybook	A Cap for Pip	14	442	6,188	
Storybook	The Bag	14	442	6,188	
Storybook	The Dance Show	16	442	7,072	
Storybook	Sam and Cam's Jam	16	442	7,072	
Storybook	I Want to Sleep!	16	442	7,072	
		Total	3,536	52,156	
				Cost per Page	2.50
				<b>Total Cost (English)</b>	<b>₱ 130,390.00</b>
<b>Filipino</b>					
Storybook	Mga Torotot sa Niyogan	15	442	6,630	
Storybook	Kaibigan sa Bakuran	17	442	7,514	
Storybook	Sino ang Kumagat ng Bayabas?	21	442	9,282	
Storybook	Nanay, Ako Ay May Sakit!	14	442	6,188	
Storybook	Ang Katawan	13	442	5,746	
Storybook	Pulseras para kay Nanay	19	442	8,398	
Storybook	Malakas na nagbabasa si Rohana	21	442	9,282	
Storybook	Masaya ang Magbilang	13	442	5,746	
		Total	3,536	58,786	



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	Cost per Page	2.50	
	<b>Total Cost (Filipino)</b>	<b>₱ 146,965.00</b>	
	<b>Total Cost</b>	<b>₱ 277,355.00</b>	

Storybooks	English	Filipino
Buffer to CID Office	1	1
Buffer to EPS	1	1
Buffer to Library	3	3