



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 202512119-001; RFQ#168

Date: 19-Dec-25

RO1-25-2312

MOP: Small Value Procurement

Contact No.: 0909-668-1149

Contact Person: LILIBETH A. MA

options/bidders to quote the price includ-

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 26, 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.

GENERAL NAME OF THE ITEMS:

Printing and delivery of Story books

LILIBETH A. MAGTANG
BUYER/END-USER

PURPOSE: PRINTING AND DELIVERY OF LOCALLY-DEVELOPED STORYBOOKS FOR THE ARAL PROGRAM

Canvassed By

Signature of Dealer



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

Website: <https://sdosancarloscityr1.com>

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



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TECHNICAL SPECIFICATIONS

Title:

Printing and Delivery of Storybooks

Approved Budget of Contract: ₱ 62,100.00

Source of Fund: SARO No. ROI-25-2312

Completion Period: 15 Calendar Days

Project Description / Specifications	Contract Duration	ABC
Printing and Delivery of Locally Developed Storybooks for the ARAL Program	15 calendar days	₱ 62,100.00

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.
- Binding: For each storybook, use saddle stitch (for 24 or more pages) and staple (for 23 or less pages)
- Sorting: The storybooks shall be sorted by the supplier by title.
- Packing: The storybooks shall be packed by the supplier using box by title

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.

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-User/Proponent of the project of the said delivery through an Inspection Order signed by



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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.
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 copies	Total Pages	Statement of Compliance
English					
Storybook	Brave Bird	12	207	2,484	
Storybook	My Amazing Cat	12	207	2,484	
Storybook	Jill Loves the Farm	12	207	2,484	
Storybook	Dave Saw a Cave	12	207	2,484	
		Total	828	9,936	
		Cost per Page		6.25	
		Total Cost (English)		₱ 62,100.00	

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