Republic of the Philippines
# Department of Education
Region I
SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

# REQUEST FOR QUOTATION

Reference No: 20260309-001; RFQ# 010

Company/Business Name and Address

Date: MARCH 09, 2026
Fund Code: GAS MOOE 2025-CON'T
MOP: Small Value Procurement
Contact No.: 09171925458
Contact Person: MARIA CRISTINA N. MAMORNO

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 **March 12, 2026 @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 Php200,000.00.***

**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.

MARIA CRISTINA N. MAMORNO
BUYER/END-USER

**GENERAL NAME OF THE ITEMS:** **Office Supplies and Materials**

| 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 | Swivel chair with armrests, mesh type (Black) Features: Mesh back fabric seat, Fixed lumbar support. Base- 360 degree rotation, seat height and backrest angle adjustment, chrome base | 1 | 2500.00 | 2500.00 | | | |
| UNIT | Office Table Features: Compressed/Laminated Wood. Size:120x60cm with 1 cabinet, 3 small drawers and 1 big drawer | 1 | 6500.00 | 6500.00 | | | |
| | | | | | | | |
| | | | | | | | |
| | | | Total ABC: Php | 9,000.00 | | | |

**PURPOSE: PROCUREMENT AND ACQUISITION OF SEMI-EXPANDABLE ITEMS (FURNITURE AND FIXTURES) DELIVERED TO LEGAL OFFICE OF THE SDO IN SAN CARLOS CITY, PANGASINAN**

Canvassed By

Signature of Dealer