



Republic of the Philippines  
Department of Education  
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

**REQUEST FOR QUOTATION**

Reference No: 20260225-001; RFQ# 007

Date: February 23, 2026  
Fund Code: RO1-25-0083  
MOP: Small Value Procurement  
Contact No.: 0922 897 2109  
Contact Person: URBANO M. BENITEZ JR.

Company/Business Name and Address

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 6, 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.

URBANO M. BENITEZ JR.  
BUYER/END-USER

GENERAL NAME OF THE ITEMS: Meals and Snacks inclusive venue

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	
pax	<b>AM SNACKS</b>	200	100.00	20,000.00			
	1 Serving of Fresh Lumpia with Peanut Sauce						
	1 glass of Iced Tea with Lemon						
		200	400.00	80,000.00			
pax	<b>LUNCH</b>						
	1 Serving of Asparagus Soup						
	1 Serving of Mixed Seafoods in Oyster Sauce						
	1 Serving Chicken Barbeque						
	1 Serving of Mixed Vegetables						
	1 Serving of Steamed Rice						
	1 Serving of Fresh Fruit						
	1 Bottle of Purified Water, 330 ml						
pax	<b>PM SNACKS</b>	200	100.00	20,000.00			
	1 Serving of Buko Pie						
	1 glass of Iced Tea with Lemon						
			<b>Total ABC: Php 120,000.00</b>				

**Inclusions:**

1. The caterer is expected to serve the meals and snacks in the training venue.
2. Meals shall be ready not later than 9:30 AM for AM Snacks, 11:30 AM for Lunch, and 3:00 PM for PM Snacks.
3. The caterer shall provide at least 1 water station in the training venue with free-flowing hot coffee & creamer/tea/purified water.
4. The caterer shall provide updated Sanitary Permits issued by the City/Municipal Health Office.
5. Food handlers/servers and kitchen staff should have Health/Medical Certificates indicating fitness to deliver the required service.
6. The caterer/supplier shall provide the Tarpaulin Backdrop with Layout (5 x 6 ft) in the training venue.
7. The caterer shall provide the two-way managed buffet.
8. The caterer is expected to set up the tables and chairs at the training venue.
9. The caterer is responsible for the upkeep of the training venue.
10. The caterer shall provide five (5) pax buffer in the training venue.
11. The venue should have a strong WiFi connection, LED wall, microphones, and sound system.
12. The venue should be accessible and should be within San Carlos City.

PURPOSE: PROCUREMENT OF MEALS AND SNACKS INCLUSIVE OF VENUE FOR THE CONDUCT OF THE AWARDING AND RECOGNITION CEREMONIES FOR THE SEARCH FOR THE MOST OUTSTANDING SBFP IMPLEMENTER FOR SY 2025-2026 TO FORMALLY ACKNOWLEDGE THE EFFORTS AND ACHIEVEMENTS OF OUTSTANDING SBFP IMPLEMENTERS THROUGH THE CONDUCT OF AWARDING AND RECOGNITION CEREMONIES

Canvassed By

Signature of Dealer



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