



Republic of the Philippines  
**Department of Education**  
 Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

**REQUEST FOR QUOTATION**

Reference No: 20260306-001; RFQ# 009

Date: MARCH 06, 2026  
 Fund Code: RO1-25-0083  
 MOP: Small Value Procurement  
 Contact No.: 09228972109  
 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 10, 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.

URBANO M. BENITEZ, JR.  
 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	
pc	Acrylic Trophy with Colored Print (Vertical Format, 16 inches)	4	2280.00	9,120.00			
pc	Acrylic Trophy with Colored Print (Vertical Format, 14 inches)	4	2150.00	8,600.00			
pc	Acrylic Trophy with Colored Print (Vertical Format, 12 inches)	4	1950.00	7,800.00			
pc	Acrylic Trophy with Colored Print (Vertical Format, 8 inches)	16	1600.00	25,600.00			
pc	Picture Frame, Plain, Black, A4	80	180.00	14,400.00			
pack	Glossy Photo Paper, 200 GSM, A4, 10s	25	130.00	3,250.00			
unit	Heavy-duty Stewing Pot, 20L	76	1000.00	76,000.00			
unit	<b>Two-Door Top Freezer No Frost Inverter Refrigerator</b> Net: Approx 8.2 cu. ft. / 231 liters Refrigerator Volume: Approx. 5.9 cu. ft. / 168 liters Freezer Volume: Approx. 2.2 cu. ft. / 63 liters Wattage: Approx. 85 watts Warranty: 1 year Additional Features: Inverter Compressor With LED Light With 1 pc Egg Tray (6 slots) With 1 pc Ice Tray (12 cube slots) Electronic Temperature Control	4	25000.00	100,000.00			
unit	<b>Two-Door Top Freezer No Frost Inverter Refrigerator</b> Net: Approx 7.1 cu. ft. / 201 liters Refrigerator Volume: Approx. 5.2 cu. ft. / 147 liters Freezer Volume: Approx. 1.9 cu. ft. / 54 liters Wattage: Approx. 75 watts Warranty: 1 year Additional Features: Inverter Compressor With LED Light With 1 pc Egg Tray (12 slots) With 1 pc Ice Tray (12 cube slots) With Electronic Temperature Control	4	23000.00	92,000.00			



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URBANO M. BENITEZ, JR.

unit	<b>Two-Door Top Freezer No Frost Inverter Refrigerator</b> Net: Approx. 6.3 cu. ft. / 179 liters Refrigerator Volume: Approx. 4.2 cu. ft. / 119 liters Freezer Volume: Approx 60 liters Wattage: Approx. 120 watts Warranty: 1 year Additional Features: Inverter Compressor With LED Light With 1 pc Egg Tray (6 slots) With 1 pc Ice Tray (12 cube slots) Electronic Temperature Control	4	21000.00	84,000.00		
unit	Rice Cooker Capacity: 5.6 liters / 30 cups Inclusions: Rice ladle and measuring cup	20	3850.00	77,000.00		
			<b>Total ABC: Php</b>	<b>497,770.00</b>		

**PURPOSE: PROCUREMENT OF SUPPLIES AND MATERIALS 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



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

Website: <https://sdosancarloscityr1.com>

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