



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 20260310-001 RFQ#d1

Date: MARCH 10, 2026
Fund Code: RO1-25-0083
Fund Code: Small Value Procurement
Contact No.: 09257430339
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 16, 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:

MEALS AND ACCOMODATION

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	AM SNACKS	160	₱100.00	₱16,000.00			
	1 Serving of Creamy Carbonara						
	1 glass of Iced Tea with Lemon						
pax	LUNCH	160	₱400.00	₱64,000.00			
	1 Serving of Mussel Soup						
	1 Serving of Lechon Kawali						
	1 Serving of Medium-Sized Camaron Rebosado						
	1 Serving of Buttered Vegetables						
	1 Cup of Steamed Rice						
	1 piece of Orange Fruit						
	1 Bottle of Purified Water, 330 ml						
pax	PM SNACKS	160	₱100.00	₱16,000.00			
	1 Serving of Tuna Sandwich						
	1 glass of Orange						
pax	DINNER	160	₱400.00	₱64,000.00			
	1 Serving of Potato Soup						
	1 Serving of Chicken Afritada						
	1 Slice of Rellenong Bangus						
	1 Serving Pork Hamonado						
	1 Serving of Sautéed Chayote and Baguio beans with Ground Beef						
	1 Cup of Steamed Rice						
	1 Piece of Apple						
	1 Bottle of Purified Water, 330 ml						
pax	With Accommodation of At most 4 pax per room	160	₱800.00	₱128,000.00			
pax	BREAKFAST	160	₱200.00	₱32,000.00			
	1 Serving of Homemade Beef Tapa						
	1 Serving of Creamy Scrambled Egg						



Republic of the Philippines
Department of Education
 Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 20260310-001 RFQ#011

Date: MARCH 10, 2026
 Fund Code: RO1-25-0083
 Fund Code: Small Value Procurement
 Contact No.: 09257430339
 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 16, 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.

Inclusions:

1. The caterer is expected to serve the meals and snacks in the training venue.
2. Meals shall be ready not later than 6:00 AM for Breakfast, 9:30 AM for AM Snacks, 11:30 AM for Lunch, 2:30 PM for PM Snacks, and 6:00 PM for Dinner.
3. The caterer shall provide at least 2 water stations in the training venue with free-flowing hot coffee & creamer/tea/purified water/hot choco.
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, conducive to elderly and pregnant women.
13. The venue should also be located in a fuel-efficient and practical area to minimize travel time and transportation costs for participants in accordance with Memorandum Circular No. 114 directing all government agencies and instrumentalities to strictly adopt energy conservation protocols.

PURPOSE: PROCUREMENT OF MEALS AND SNACKS INCLUSIVE OF TARPAULIN, VENUE, AND ACCOMMODATION FOR THE CONDUCT OF THE PROGRAM IMPLEMENTATION REVIEW ON SBFP AND OTHER OKD PROGRAMS FOR SY 2025-2026 TO ASSESS AND STRENGTHEN THE IMPLEMENTATION OF SBFP AND OTHER OKD PROGRAMS BY REVIEWING PERFORMANCE, IDENTIFYING CHALLENGES, AND RECOMMENDING IMPROVEMENTS

Canvassed By

Signature of Dealer



Address: Roxas Blvd., San Carlos City, P
 Telephone No. 075-523 4527
 Website: <https://sdosancarloscityr1.com>
 Email Address: sancarlos.city1@deped.gov.ph