



Republic of the Philippines
Department of Education
 Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 20260408-001; RFQ# 013

Date: April 8, 2026
 Fund Code: GAAS MOOE 2026
 MOP: Small Value Procurement
 Contact No.: 09275465248
 Contact Person: RACQUEL G. GARCIA

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 **April 13, 2026, 1:00 PM** 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.

RACQUEL G. GARCIA
 BUYER/END-USER

GENERAL NAME OF THE ITEMS: Meals and Snacks

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	
	Quarter 1 (Date of Delivery: April 16, 2026)						
pax	AM SNACKS	132	100	13200			
	1 serving Spaghetti with Meatballs with 1 pc Garlic Toast (cut in half)						
	1 glass of fresh pineapple juice						
pax	LUNCH	132	400	52800			
	1 serving Cream of Corn Soup						
	1 serving Beefsteak with Onion Rings						
	1 serving Squid Calamares						
	1 serving Stir-Fried Broccoli in Garlic Sauce						
	1 cup Steamed Rice						
	1 pc Brownie						
	1 glass of fresh Mango Juice						
pax	PM SNACKS	132	100	13200			
	1 serving Tuna Pasta						
	1 glass fresh Mango Juice						
	Quarter 2 (Date of Delivery: May 7, 2026)						
pax	AM SNACKS	132	100	13200			
	1 serving Pansit Bihon Guisdao with 5 pcs Puto Calasiao						
	1 glass of fresh Mango Juice						
pax	LUNCH	132	400	52800			
	1 serving Potato Soup						
	1 serving Fried Chicken						
	1 serving Bangus Sisig						
	1 serving Sautéed Ampalaya with Shrimps						
	1 cup Steamed Rice						
	1 serving Maja Blanca						
	1 glass of Buko Juice						
pax	PM SNACKS	132	100	13200			
	1 serving Hamburger Sandwich with TLC (Tomato, Lettuce, Cheese)						



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RACQUEL G. GARCIA
 BUYER/END-USER

GENERAL NAME OF THE ITEMS:

Meals and Snacks

	1 glass of fresh Cucumber Lemonade					
	Quarter 3 (Date of Delivery: September 17, 2026)					
pax	AM SNACKS	132	100	13200		
	1 serving Palabok with 1 pc Toasted Bread					
	1 glass of fresh Buko Juice					
pax	LUNCH	132	400	52800		
	1 serving Mussel Soup					
	1 serving Lechon Kawali					
	3 pcs Medium-sized Camaron Rebosado					
	1 serving Buttered Vegetables					
	1 cup Steamed Rice					
	1 pc Orange fruit					
	1 glass of Iced Tea with sliced of Lemon					
pax	PM SNACKS	132	100	13200		
	1 pc Siopao Pork Asado (large) with sauce					
	1 glass of fresh Pineapple Juice					
	Quarter 4 (Date of Delivery: November 19, 2026)					
pax	AM SNACKS	132	100	13200		
	1 serving Fresh Lumpia with Peanut Sauce					
	1 glass of fresh Orange Juice					
pax	LUNCH	132	400	52800		
	1 serving Vegetable Egg Drop Soup					
	1 serving Sinigang na Boneless Bangus					
	1 pc Porkchop Barbecue					
	1 serving Pinakbet Ilokano with Chicharon					
	1 cup Steamed Rice					
	1 serving Almond Jelly with Lychee					
	1 glass house blend Iced Tea					
pax	PM SNACKS	132	100	13200		
	1 serving Club House Sandwich					
	1 glass of Fresh Orange Juice					



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RACQUEL G. GARCIA
 BUYER/END-USER

GENERAL NAME OF THE ITEMS:

Meals and Snacks

<p>Other Requirements:</p> <ol style="list-style-type: none"> 1. Quarterly activities shall be conducted at the caterer's designated facility with strong internet connectivity and where meals and snacks shall be served. The caterer shall provide the sound system, screen projector and ensure that staff is available to operate the equipment for the entire activity. 2. Meals shall be ready not later than 9:30 AM for AM Snacks, 11:30 AM for Lunch, 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 should provide food samples for evaluation and acceptability test during the opening of bids. However, if the potential supplier fails to provide food samples, the same shall be provided during post-qualification. 7. The caterer/supplier shall provide the Tarpaulin Backdrop with Layout (5 x 6 ft) in the training venue. 8. The caterer shall provide the two-way managed buffet. 9. The caterer is expected to set up the tables and chairs at the training venue. 10. The caterer is responsible for the upkeep of the training venue. 11. The caterer shall provide three (3) pax buffer in the training venue. 12. The supplier shall be paid after the conduct of each Quarterly Management Committee Meeting (MANCOM) 2026. 				
Total ABC: Php 316,800.00				

PURPOSE: PROCUREMENT OF MEALS AND SNACKS FOR THE 2026 QUARTERLY CONDUCT OF DIVISION MANAGEMENT COMMITTEE MEETING (MANCOM)

Canvassed By

Signature of Dealer



Address: Roxas Blvd., San Carlos City
 Telephone No. 075-523 4527
 Website: <https://sdosancarloscity1.com>
 Email Address: sancarlos.city1@deped.gov.ph