



Republic of the Philippines
Department of Education

Region I
SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 202600526-001; RFQ# 046

Date: May 26, 2026
Fund Code: RO1-26-0663
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 **June 2, 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.

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	
	DAY 1						
pax	AM SNACKS	650	100.00	65,000.00			
	1 serving of creamy carbonara						
	1 glass of juice						
pax	LUNCH	650	400.00	260,000.00			
	1 bowl of soup						
	1 cup of rice						
	1 serving of meat						
	1 serving of fish						
	1 serving of vegetable						
	1 serving of dessert						
	1 bottle of water						
pax	PM SNACKS	650	100.00	65,000.00			
	1 serving of chicken sandwich						
	1 glass of juice						
	DAY 2						
pax	AM SNACKS	650	100.00	65,000.00			
	1 serving of spaghetti with meatballs with 1 pc garlic toast						
	1 glass of juice						
pax	LUNCH	650	400.00	260,000.00			
	1 bowl of soup						
	1 cup of rice						
	1 serving of meat						
	1 serving of fish						
	1 serving of vegetable						
	1 serving of dessert						
	1 bottle of water						
pax	PM SNACKS	650	100.00	65,000.00			
	1 pc siopao pork asado (large) with sauce						
	1 glass of juice						
	DAY 3						
pax	AM SNACKS	650	100.00	65,000.00			
	1 serving of fresh lumpia						
	1 glass of juice						
pax	LUNCH	650	400.00	260,000.00			
	1 bowl of soup						
	1 cup of rice						
	1 serving of meat						
	1 serving of fish						
	1 serving of vegetable						
	1 serving of dessert						
	1 bottle of water						
pax	PM SNACKS	650	100.00	65,000.00			
	1 serving of tuna sandwich						
	1 glass of juice						
	DAY 4						
pax	AM SNACKS	650	100.00	65,000.00			
	1 serving of cheese pimiento sandwich						



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RACQUEL G. GARCIA

BUYER/END-USER

GENERAL NAME OF THE ITEMS:	Meals and Snacks					
pax	1 glass of juice					
	LUNCH	650	400.00	260,000.00		
	1 bowl of soup					
	1 cup of rice					
	1 serving of meat					
	1 serving of fish					
	1 serving of vegetable					
	1 serving of dessert					
	1 bottle of water					
pax	PM SNACKS	650	100.00	65,000.00		
	1 serving of tuna pasta					
	1 glass of juice					
	Other Requirements:					
	1. The caterer is expected to serve the meals and snacks in the training venue. 2. Meals shall be ready no later than 9:30 AM for AM Snacks, 11:30 AM for Lunch, and 2:30 PM for PM Snacks. 3. The caterer shall provide updated Sanitary Permits issued by the City/Municipal Health Office. 4. Food handlers/servers and kitchen staff should have Health/Medical Certificates indicating fitness to deliver the required service. 5. 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. 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, 2 water stations and overflowing coffee/tea in the training venue. 8. The caterer is expected to set up the tables and chairs at the training venue. 9. The caterer is responsible for the upkeeping of the training venue. 10. The caterer shall provide ten (10) pax buffers in the training venue.					
		Total ABC: Php 1,560,000.00				

PURPOSE: PROCUREMENT OF MEALS AND SNACKS FOR THE CONDUCT OF THE DIVISION-LED TRAINING OF TEACHERS ON THE REVISED GRADES 6,9 AND 10 CURRICULUM

Canvassed By

Signature of Dealer



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 Website: <https://sidosancarloscityr1.com>
 Email Address: sancarlos.city1@deped.gov.ph