



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 202600514-006; RFQ# 041

Date: May 14, 2026
Fund Code: RO1-25-1494
MOP: Small Value Procurement
Contact No.: 09420412267
Contact Person: MADELINE S. SUAREZ

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 **May 18, 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.

MADELINE S. SUAREZ
BUYER/END-USER

GENERAL NAME OF THE ITEMS: Meals and Snacks with Accommodation

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	100	100.00	10,000.00			
	1 serving of chicken sandwich						
	1 glass of juice						
pax	LUNCH	100	400.00	40,000.00			
	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	100	100.00	10,000.00			
	1 serving of pasta						
	1 glass of juice						
pax	DINNER	100	400.00	40,000.00			
	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	Room Accommodation and Use of Function Hall	100	800.00	80,000.00			
	DAY 2						
pax	BREAKFAST	100	200.00	20,000.00			
	1 cup of rice						
	1 serving of egg						



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 BUYER/END-USER

GENERAL NAME OF THE ITEMS: Meals and Snacks with Accommodation

GENERAL NAME OF THE ITEMS:	Meals and Snacks with Accommodation						
	1 serving of dried/smoked fish						
	1 serving of meat						
	1 serving of fruit in season						
pax	AM SNACKS	100	100.00	10,000.00			
	1 serving of pasta						
	1 glass of juice						
pax	LUNCH	100	400.00	40,000.00			
	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	100	100.00	10,000.00			
	1 serving of siopao						
	1 glass of juice						
	SUB-TOTAL						
	Day 1	100		180,000.00			
	Day 2	100		80,000.00			
	TOTAL (Meals):			260,000.00			



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 BUYER/END-USER

GENERAL NAME OF THE ITEMS: **Meals and Snacks with Accommodation**

Other Requirements:

1. The caterer is expected to provide accessible and fully airconditioned training venue where hot meals and snacks will be served.
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 the two-way managed buffet.
4. 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.
5. The caterer/supplier shall provide the Tarpaulin Backdrop with Layout (5 x 6 ft) in the training venue. Also, the use of function room/s, provision of audio-visual system/facility, and other equipment and requirements (e.g. free internet connection, LED wall (if available) or LCD projector, among others).
6. The caterer is expected to set up presentable tables and chairs in the training venue.
7. The caterer is responsible for the upkeep of the training venue.
8. The caterer shall provide three (3) pax buffer in the training venue.
9. The supplier's venue can accommodate up to 100 participants within the training venue without compromising comfort.
10. The supplier shall provide clean and comfortable room accommodations with bed arrangements that can accommodate at most four (4) persons per room.
11. The supplier shall provide at least two (2) water stations in the training venue with free-flowing hot coffee & creamer/tea/purified water.
12. Food handlers/servers and kitchen staff should have Health/Medical Certificates indicating fitness to deliver the required service.
13. The training venue shall have separate comfort rooms for male and female.

Total ABC: Php 260,000.00

PURPOSE: PROCUREMENT OF MEALS AND SNACKS WITH ACCOMMODATION AND FUNCTION HALL FOR TRAINING ON PROGRAM MANAGEMENT OF LEARNER FORMATION (LF) PPAS FOR SCHOOL
 LF FOCAL PERSON / LG TEACHER TEACHER- ADVISERS

Canvassed By

Signature of Dealer



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