



Republic of the Philippines
Department of Education
 Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 202600514-002; RFQ# 037

Date: May 14, 2026
 Fund Code: GAAS MOOE 2025
 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 **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.


 RACQUEL G. GARCIA
 BUYER/END-USER

GENERAL NAME OF THE ITEMS:		Meals and Snacks with Accommodation						
	1 serving of meat							
	1 serving of fish							
	1 serving of vegetable							
	1 serving of dessert							
	1 bottle of water							
pax	PM SNACKS	73	100.00	7,300.00				
	1 serving of tuna pasta							
	1 glass of juice							
pax	DINNER	73	400.00	29,200.00				
	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	73	800.00	58,400.00				
	DAY 3							
pax	BREAKFAST	73	200.00	14,600.00				
	1 cup of rice							
	1 pc hard boiled egg							
	1 serving side dish (kamatis, bagoong, lasona, grilled eggplant)							
	1 serving of homemade pork tocino							
	1 serving of fruit in season							
pax	AM SNACKS	73	100.00	7,300.00				
	1 serving of creamy garlic seafood pasta							
	1 glass of juice							
pax	LUNCH	73	400.00	29,200.00				
	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	73	100.00	7,300.00				
	1 serving of hamburger sandwich with TLC (tomato, lettuce, cheese)							
	1 glass of juice							
	Other Requirements:							



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 RACQUEL G. GARCIA
 BUYER/EMD-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	73	100.00	7,300.00			
	1 serving of palabok with 1 pc toasted bread						
	1 glass of juice						
pax	LUNCH	73	400.00	29,200.00			
	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	73	100.00	7,300.00			
	1 slice of buko pie						
	1 glass of juice						
pax	DINNER	73	400.00	29,200.00			
	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	73	800.00	58,400.00			
	DAY 2						
pax	BREAKFAST	73	200.00	14,600.00			
	1 cup of fried rice						
	1 pc salted egg with tomatoes						
	4 pcs fried dried fish (pingka)						
	1 serving of homemade beef tapa						
	1 serving of fruit in season						
pax	AM SNACKS	73	100.00	7,300.00			
	1 serving of cheese pimiento sandwich						
	1 glass of juice						
pax	LUNCH	73	400.00	29,200.00			
	1 bowl of soup						
	1 cup of rice						



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 RACQUEL G. GARCIA
 BUYER/END-USER

GENERAL NAME OF THE ITEMS: Meals and Snacks with Accommodation

<p>1. The caterer is expected to serve the meals and snacks in the training venue.</p> <p>2. Meals shall be served hot and be ready no 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.</p> <p>3. The caterer shall provide updated Sanitary Permits issued by the City/Municipal Health Office.</p> <p>4. Food handlers/servers and kitchen staff should have Health/Medical Certificates indicating fitness to deliver the required service.</p> <p>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.</p> <p>6. 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 systems/facilities, and other equipment and requirements (e.g. free internet connection, LCD projector, extension wires, among others).</p> <p>7. The caterer shall provide the two-way managed buffet, 2 water station and overflowing coffee/tea in the training venue.</p> <p>8. The caterer is expected to set up the tables and chairs at the training venue.</p> <p>9. The caterer is responsible for the upkeeping of the training venue.</p> <p>10. The caterer shall provide three (3) pax buffers in the training venue.</p> <p>11. The caterer shall provide the sound system and screen projector and ensure that staff are available to operate and manage the equipment throughout the the activity.</p> <p>12. The training venue shall have separate comfort rooms for male and female.</p> <p>13. The supplier's venue can accommodate the specified number of participants within the hotel without compromising comfort. The hotel room can accommodate atmost 4 pax.</p>					
Total ABC: Php 335,800.00					

PURPOSE: PROCUREMENT OF MEALS AND SNACKS INCLUSIVE OF TARPULIN, VENUE AND ACCOMMODATION FOR THE CONDUCT OF INSTRUCTIONAL LEADERSHIP TRAINING STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY INSTRUCTION

Canvassed By

Signature of Dealer



Address: Roxas Blvd., San Carlos City, Pangasinan
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