



Republic of the Philippines  
**Department of Education**  
 Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

**REQUEST FOR QUOTATION**

Reference No: 20260514-005; RFQ# 040

Date: MAY 14, 2026  
 Fund Code: HRD GAA 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: SUPPLIES AND EQUIPMENT

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	
pc	Notebook (30 leaves) filler	279	30.00	8,370.00			
pc	Expanded zipper bag long	279	120.00	33,480.00			
pc	Ballpen (black, retractable, 0.5mm)	279	8.00	2,232.00			
ream	Bond Paper (A4 size, GSM 70, Substance 20)	40	220.00	8,800.00			
pack	Specialty paper A4x10s 180 gsm, white	22	60.00	1,320.00			
pc	Male HDMI to Male HDMI Cable (7.5m)	2	2000.00	4,000.00			
set	Genuine Ink Printer, #003 CYMB, 65ml	8	1300.00	10,400.00			
set	Double (AA) rechargeable battery with charger	5	567.00	2,835.00			
pc	Certificate with pouch and frames for speaker	39	250.00	9,750.00			
pc	Wireless powerpoint presentation clicker 2.4 GHz	15	400.00	6,000.00			
pc	2-in-1 Long Expanding File Folder (Document Organizer with Clipboard)	3	526.00	1,578.00			
pc	Masking tape/ (45mm*20m)	15	65.00	975.00			
pc	Double sided tape (24mm/10 yards)	11	50.00	550.00			
pc	Assorted Cartolina ( Orange, Yellow, Green)	51	10.00	510.00			
Inclusions: 1.The supplier shall ensure the complete and timely delivery of all training supplies and equipment based on the approved specifications, quantity, and schedule set by the End-User. 2.All delivered items shall be subject to inspection and verification by the designated Inspection and Acceptance Committee to ensure compliance with the required quality standards and technical specifications. The supplier shall immediately replace defective, damaged, or non-compliant items within the prescribed period without additional cost to the Department of Education, Schools Division Office of San Carlos City.							
			<b>Total ABC: Php</b>	<b>90,800.00</b>			

PURPOSE:PROCUREMENT OF TRAINING SUPPLIES AND EQUIPMENT FOR VARIOUS HRD PROGRAMS AND ACTIVITIES.

Canvassed By

Signature of Dealer



Address: Roxas Blvd., San Carlos City, Pangasinan, Philippines,  
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 Email Address: sancarlos.city1@deped.gov.ph