



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 202600514-003; RFQ# 038

Date: May 14, 2026
Fund Code: GAAS MODE 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.

GENERAL NAME OF THE ITEMS: Meals and Snacks with Accommodation

RACQUEL G. GARCIA
BUYER/END-USER

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	127	100.00	12,700.00			
	1 serving of cheesy baked macaroni						
	1 glass of juice						
pax	LUNCH	127	400.00	50,800.00			
	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	127	100.00	12,700.00			
	1 special cheesy ensaymada						
	1 glass of juice						
pax	DINNER	127	400.00	50,800.00			
	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	127	800.00	101,600.00			
	DAY 2						
pax	BREAKFAST	127	200.00	25,400.00			
	1 cup of fried rice						
	1 serving of egg						
	1 half slice of fried boneless bangus						
	1 serving of beef giniling						
	1 serving of fruit in season						
pax	AM SNACKS	127	100.00	12,700.00			
	1 serving of fresh lumpia with peanut sauce						
	1 glass of juice						
pax	LUNCH	127	400.00	50,800.00			
	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	127	100.00	12,700.00			
	1 serving of tuna sandwich						
	1 glass of juice						
pax	DINNER	127	400.00	50,800.00			
	1 bowl of soup						
	1 cup of rice						
	1 serving of meat						



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RACQUEL G. GARCIA
 BUYER/END-USER

GENERAL NAME OF THE ITEMS:

Meals and Snacks with Accommodation

	1 serving of fish				
	1 serving of vegetable				
	1 serving of dessert				
	1 bottle of water				
pax	Room Accommodation and Use of Function Hall DAY 3	127	800.00	101,600.00	
pax	BREAKFAST	127	200.00	25,400.00	
	1 cup of rice				
	1 pc hard boiled egg				
	1 serving of saute tuna flakes with onion				
	1 serving of homemade pork tocino				
	1 serving of fruit in season				
pax	AM SNACKS	127	100.00	12,700.00	
	1 serving of pansit bihon with 5 pcs puto calasiao				
	1 glass of juice				
pax	LUNCH	127	400.00	50,800.00	
	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	127	100.00	12,700.00	
	1 serving of clubhouse				
	1 glass of juice				
	Other Requirements:				

- The caterer is expected to serve the meals and snacks in the training venue.
- 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.
- The caterer shall provide updated Sanitary Permits issued by the City/Municipal Health Office.
- Food handlers/servers and kitchen staff should have Health/Medical Certificates indicating fitness to deliver the required service.
- 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.
- 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).
- The caterer shall provide the two-way managed buffet, 1 water station and overflowing coffee/tea per breakout room.
- The caterer is expected to set up the tables and chairs at the training venue.
- The caterer is responsible for the upkeep of the training venue.
- The caterer shall provide five (5) pax buffers in the training venue.
- The caterer shall provide the sound system and screen projector and ensure that staff are available to operate and manage the equipment throughout the activity.
- The training venue shall have separate comfort rooms for male and female.
- The supplier's venue can accommodate the specified number of participants within the hotel without compromising comfort and can provide two (2) function rooms for breakout sessions. The hotel room can accommodate atmost 4 pax.

Total ABC: Php 584,200.00

PURPOSE: PROCUREMENT OF MEALS AND SNACKS INCLUSIVE OF TARPULIN, VENUE AND ACCOMMODATION FOR THE CONDUCT OF DIVISION CAPABILITY BUILDING ON LEADERSHIP THROUGH MENTORING AND COACHING FOR MASTER TEACHERS, HEAD TEACHERS AND UNTRAINED SCHOOL HEADS

Canvassed By

Signature of Dealer



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