



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 20260528-001; RFQ# 047

Date: MAY 28, 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 02, 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:

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	Manila Paper (36x 48 inches)	100	30.00	3,000.00				
PC	Permanent Marker (Broad, Black)	100	30.00	3,000.00				
PC	Scissors 17cm	26	60.00	1,560.00				
REAM	Bond Paper (A4 size, GSM 70, Substance 20)	50	220.00	11,000.00				
SET	Genuine Ink Printer, #003 CYMB, 65ml (CYAN 10 pcs, Yellow 20 pcs, Magenta 20 pcs, Black 38 pcs)	17	1300.00	22,100.00				
SET	Double (AA) rechargeable battery with charger	10	567.00	5,670.00				
PC	Correction Tape (5mmX9m)	30	30.00	900.00				
PC	Masking tape/ (45mm*20m)	50	65.00	3,250.00				
PC	Double sided tape (24mm/10 yards)	20	50.00	1,000.00				
PC	Assorted Cartolina (Red, Yellow, Green)	52	10.00	520.00				
PC	A5 Hand Book Diary Notes Leather Hipster Notebook 240 pages	650	120.00	78,000.00				
PC	Sign pen (black 0.5 mm)	650	50.00	32,500.00				
<p>Inclusions:</p> <ol style="list-style-type: none"> 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. 3. 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. 								
				Total ABC: Php	162,500.00			

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

Canvassed By

Signature of Dealer



Address: Rosas Blvd., San Carlos City, Pangasinan, Philippines.
Telephone No. 075-523 4527

Website: <https://sdosancarloscity.gov.ph>

Email Address: sancarlos.city1@deped.gov.ph