



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

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

**REQUEST FOR QUOTATION**

Reference No: 20260708-002; RFQ# 066

Date: JULY 02, 2026  
 Fund Code: RO1-26-0644  
 MOP: SMALL VALUE PROCUREMENT  
 Contact No.: 09178935414  
 Contact Person: MINERVA A. MUNOZ

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 **JULY 13, 2026 @1:00 P.M** 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.

MINERVA A. MUNOZ

BUYER/END-USER

GENERAL NAME OF THE ITEMS: MEALS AND SNACKS WITH TRAINING VENUE

Unit	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	
<b>DAY 1</b>						
pax <b>AM SNACKS</b>						
1 serving of pancit guidado	87	100.00	8,700.00			
1 glass of juice						
pax <b>LUNCH</b>						
1 bowl of soup	87	400.00	34,800.00			
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 <b>PM SNACKS</b>						
1 club house sandwich	87	100.00	8,700.00			
1 glass of juice						
<b>DAY 2</b>						
pax <b>AM SNACKS</b>						
1 serving Fresh Lumpia with Peanut Sauce	87	100.00	8,700.00			
1 glass of juice						
pax <b>LUNCH</b>						
1 bowl of soup	87	400.00	34,800.00			
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 <b>PM SNACKS</b>						
1 serving bilo-bilo	87	100.00	8,700.00			
1 glass of juice						
<b>DAY 3</b>						
pax <b>AM SNACKS</b>						
1 serving creamy carbonara	87	100.00	8,700.00			
1 glass of juice						
pax <b>LUNCH</b>						
1 bowl of soup	87	400.00	34,800.00			
1 cup of rice						
1 serving of meat						
1 serving of fish						
1 serving of vegetable						
1 bottle of water						



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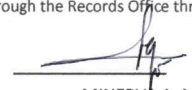
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 MINERVA A. MUNOZ

pax	PM SNACKS	87	100.00	8,700.00		
	1 pc siopao pork asado (large) with sauce					
	1 glass of juice					
OTHER REQUIREMENTS:						
1. The caterer is expected to provide venue and deliver the meals and snacks in the activity venue.						
2. Meals shall be ready not later than 9:30 AM for AM Snacks, 11:30 AM for Lunch, 3:00 PM for PM Snacks.						
3. The caterer shall provide at least 1 water station in the orientation venue with free-flowing hot coffee & creamer/tea/purified water.						
4. The caterer shall provide updated Sanitary Permits issued by the City/Municipal Health Office.						
5. Food handlers/servers and kitchen staff should have Health/Medical Certificates indicating fitness to deliver the required service.						
6. 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.						
7. The caterer/supplier shall provide the Tarpaulin Backdrop with Layout (5 x 6 ft) in the orientation venue.						
8. The caterer shall provide the one-way managed buffet.						
9. The caterer is expected to set up the tables and chairs at the orientation venue.						
10. The caterer is responsible for the upkeep of the orientation venue.						
11. The caterer shall provide three (3) pax buffer in the orientation venue.						
12. The supplier shall be paid after the conduct of activity.						
<b>Total ABC: Php</b>				<b>156,600.00</b>		

**PURPOSE: PROCUREMENT AND DELIVERY OF MEALS AND SNACKS FOR THE CONDUCT OF ENHANCING INCLUSIVE EDUCATION ASSESSMENT TOOLS USING GENERATIVE ARTIFICIAL INTELLIGENCE (AI)**

Canvassed By \_\_\_\_\_ Signature of Dealer \_\_\_\_\_



Address: Roxas Blvd., San Carlos City, Pangasinan, Philippines  
 Telephone No. 075-523 4527  
 Website: <https://sdosancarloscityr1.com>  
 Email Address: sancarlos.city1@deped.gov.ph