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

REQUEST FOR QUOTATION

Reference No: 20260813-002 RFQ #86

Company/Business Name and Address

Date: AUGUST 13, 2026
Fund Code: ROI -25-2042
MOP: SMALL VALUE PROCUREMENT
Contact No.: 09257430339
Contact Person: ROLDAN B. EDEN

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 **AUGUST 18, 2026 @ 10:00 A.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.
5. Warranty Certificate

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.

ROLDAN B. EDEN
BUYER/END-USER

GENERAL NAME OF THE ITEMS: STORY BOOKS

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	
pages	LEVEL-A_B#2 ANG MGA MAYA	8,752	₱3.00	₱26,256.00			
pages	LEVEL-A_B#29 NATAWA KAMI SA BUNTOT	8,752	₱3.00	26,256.00			
pages	LEVEL-B_B#43 KAPAG MALINIS ANG KUKO	8,752	₱3.00	26,256.00			
pages	LEVEL-B_B#47 KUMAIN KAMI	8,752	₱3.00	26,256.00			
pages	LEVEL-C_B#107 ANG BATANG TAKOT SUMAKAY NG EROPLANO	10,940	₱3.00	32,820.00			
pages	LEVEL-C_B#103 ANG ILOG SA BAYAN NG SANTAN	10,940	₱3.00	32,820.00			
	Please see Approved Technical Specifications hereto attached						
		Total ABC: Php		**170,664.00**			

PURPOSE:PRINTING AND DELIVERY OF LEVELED READERS FOR KEY STAGE 1

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

TECHNICAL SPECIFICATIONS

Title:

Printing and Delivery of Leveled Readers for Key Stage 1

Approved Budget of Contract: **₱ 170,664.00**
Source of Fund: **SARO No. ROI-25-2042**
Completion Period: **10 Calendar Days**

Project Description / Specifications	Contract Duration	ABC	Statement of Compliance
Printing and Delivery of Leveled Readers for Key Stage 1	10 calendar days	₱ 170,664.00	

PAPER AND BINDING

- Size = **7.125 x 5.5" (Folded)**
- Color = **Full Color Printing; cover with Plastic Lamination**
- Paper Stock = **Cover: C2S 180**
- **Inside: C2S 120**
- Finishing = **Plastic Lamination on Cover, Folding, Staple or Saddle Stitch**
- Printing = **Offset**
- Proof: For Printing as is of the material provided to the supplier.
- Sample: A sample storybooks shall be provided by the winning bidder. The Ready-To-Print learning resource (LR) shall be provided by the end user before the mass production.
- Font style, Font Size and Spacing shall not be altered.
- Sorting: The LR shall be sorted by the supplier per school by title.
- Packing: The LR shall be packed using durable paper per school by title with corresponding labeling and uniform template for the cover of the pack.

DELIVERY AND INSPECTION:

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 at records.sccp@deped.gov.ph.

The additional guidelines on the procedures of Inspection and Delivery are detailed as follows:

1. Upon receipt of the Notice of Delivery by the Records Office, the communication will be routed to the Supply Office, and the latter will immediately forward it to the Schools Division Superintendent. The Supply Office will also inform the Division Inspectorate Team, and End-User/Proponent of the project of the said delivery through an Inspection Order signed by the Head of the Agency or the Administrative Officer, if authorized, with the Technical Specifications attached to the project.
2. On the day of the delivery, the Division Inspectorate Team and End-User of the project shall inspect the delivery of goods in the Division Office. After which, the winning bidder shall deliver the LR material to the recipient schools based on the distribution list.
3. The Inspection and Acceptance Report shall be signed by the members of the Division Inspectorate Team in accordance with the Technical Specifications of the project.
4. The signed Delivery Receipt shall be prepared and submitted by the supplier.
5. The Inventory Custodian Slip (ICS) shall be prepared by the Division Supply Officer.

*Note: The Delivery Receipt must be registered to the BIR (Bureau of Internal Revenue)

Printing and Delivery of Leveled Readers for Key Stage 1

LR Type	Learning Area	No. of Pages	No. of Copies	Total No. of Pages	Statement of Compliance
Storybook	Level-A_B#2 ANG MGA MAYA	16	547	8,752	
Storybook	Level-A_B#29 NATAWA KAMI SA BUNTOT	16	547	8,752	
Storybook	Level-B_B#43 KAPAG MALINIS ANG KUKO	16	547	8,752	
Storybook	Level-B_B#47 KUMAIN KAMI	16	547	8,752	
Storybook	Level-C_B#107 ANG BATANG TAKOT SUMAKAY NG EROPLANO	20	547	10,940	
Storybook	Level-C_B#103 ANG ILOG SA BAYAN NG SANTAN	20	547	10,940	
	Total		3,282	56,888	
				₱ 3.00	
				₱170,664.00	

Grades 7-10 DLP LAS & TN	No. of Sets
Buffer to CID Office	1
Buffer to EPS (Filipino & LRMS)	2
Buffer to Library & Library Hub	3

Address: Roxas Blvd., San Carlos City, Pangasinan, Philippines, 2420
Telephone No. 075-523 4527
Website: https://sdosancarloscityr1.com
Email Address: sancarlos.city1@deped.gov.ph

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TERMS OF REFERENCE

1. Price offer exceeding the ABC for this project shall be automatically disqualified.

2. Contract documents relevant to the Project that are required by existing laws and/or the Procuring Entity are as follows:
   - Mayor's/Business Permit
   - PhilGEPS Registration Number Certificate
   - Certificate of Registration (BIR Form 2303)
   - Warranty Certificate
   - Notarized Sworn Statement (revised) for ABC more than ₱200,000.00

3. Issuance of Warranty Certificates to assure that manufacturing defects shall be corrected by the supplier after the Acceptance by the procuring entity of delivered supplies.

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